

EDUCATION THAT WORKS

ForsythTech

COMMUNITY COLLEGE



2007- 08 Course & Academic Catalog

Forsyth Technical Community College

2007 - 2008 Catalog

Forsyth Technical Community College provides this catalog about the college and its programs for students and other interested people. This catalog supersedes all previous catalogs and information about programs, fees and regulations contained in earlier issues. The provisions of this publication are not to be regarded as an irrevocable contract between the student and Forsyth Technical Community College. The college reserves the right to make changes in the regulations, courses, fees and other matters of policy and procedures when deemed necessary. Every effort will be made to minimize the inconvenience these changes might create for students.

Campus Locations

(All mail should be sent to the Main Campus address.)

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
(336) 723-0371

4th Street Small Business Center
Chamber Building
601 West 4th Street
Winston-Salem, N.C.
(336) 631-1320

5th Street Library Center
Forsyth County Public Library
660 West 5th Street
Winston-Salem, N.C.
(336) 631-1325

Forsyth Tech Hispanic Center
Forsyth County Public Library
660 West 5th Street
Winston-Salem, N.C.
(336) 631-1325, (336) 631-1326
Se habla español.

Grady P. Swisher Center
1251 Dudley Products Blvd.
Kernersville, N.C.
(336) 734-7903

Stokes County Center
1012 Main Street
Danbury, N.C.
(336) 593-2482

West Campus
1300 Bolton Street
Winston-Salem, N.C.
(336) 761-1002

Mazie S. Woodruff Center
4905 Lansing Drive
Winston-Salem, N.C.
(336) 734-7950

Academic Calendar

FALL SEMESTER, 2007

Monday - Thursday, July 16 - 19.....	Registration for New and Continuing Students
Tuesday and Wednesday, August 14 and 15	Late Registration
Friday and Saturday, August 17 and 18.....	Late Registration
Monday, August 20	First Day of Classes
Monday, September 3	Labor Day Holiday
Monday and Tuesday, October 8 and 9.....	Fall Break
Wednesday, October 17	Registration, Second Eight-Week Session
Wednesday, November 21	No Class
Thursday and Friday, November 22 and 23	Thanksgiving Holidays
Saturday, November 24	No Class
Monday, December 17	Last Day of Classes

SPRING SEMESTER, 2008

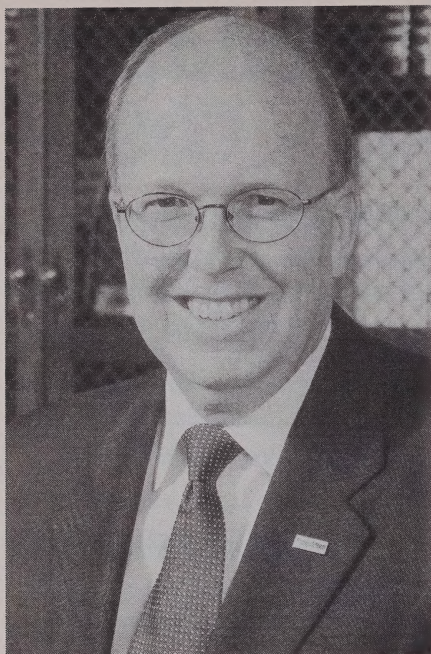
Monday - Thursday, November 12 - 15.....	Registration for New and Continuing Students
Monday and Tuesday, January 7 and 8	Late Registration
Wednesday, January 9.....	First Day of Classes
Monday, January 21	Martin Luther King Jr. Holiday
Wednesday, March 5.....	Registration, Second Eight-Week Session
Wednesday and Thursday, March 19-20	Spring Break
Friday, March 21	Easter Holiday
Saturday, March 22	No Class
Monday, May 5.....	Last Day of Classes
Thursday, May 8	Commencement

SUMMER TERM, 2008

Monday and Tuesday, April 14 and 15.....	Registration for New and Continuing Students
Thursday and Friday, May 15 and 16.....	Late Registration
Monday, May 19.....	First Day of Classes
Monday, May 26.....	Memorial Day Holiday
Monday, June 23.....	Registration, Second Five-Week Session
Friday, July 4	Independence Day Holiday
Tuesday, July 29	Last Day of Classes

Dates are subject to change without notice.

MESSAGE FROM THE PRESIDENT



Welcome to Forsyth Technical Community College! Your community college is here to offer you a broad range of transfer and career programs that will help you to develop your talents and skills.

We recognized early on that for our graduates to be competitive in society, they must have a solid educational foundation. We built that foundation with strong academics, the best technology possible and the flexibility to develop offerings that meet the needs of the business community today.

Forsyth Tech is committed first and foremost to student success. At any of the college's eight locations, you will find a learner-centered environment with quality instruction, valuable support services and a student-friendly atmosphere. You will find Forsyth Tech to be one of the most technologically sophisticated colleges in the Southeast. We work hard to ensure that our students are well prepared for an increasingly high-tech economy.

In this catalog, you will find information on such areas as admissions, student support services, academic programs of study and business and industry training programs.

We hope that you will meet with our faculty, staff and students and learn firsthand why more than 40,000 students choose Forsyth Tech for credit and noncredit courses each year. I encourage you to talk with us if you have specific questions, either via the Internet, by telephone or in person.

Best wishes for your future success,

Gary M. Green, Ed.D.
President

Forward

Mission

Forsyth Technical Community College is a comprehensive community college providing technical, transfer, adult basic education, corporate and continuing education programs, and support services that are innovative, flexible and responsive to student and community needs. The college offers lifelong learning opportunities and support for diverse learners through both traditional and alternative delivery systems. The college also supports economic growth and opportunity through work force development and community development through partnerships with public and private sectors. Graduates of Forsyth Tech are technically skilled, regionally and globally oriented, and prepared for lifelong learning and full civic participation.

Statement of Values

The community of students, faculty and staff of Forsyth Technical Community College is committed to these values:

- We value our students, hold high expectations of them and are ceaselessly committed to helping them meet their goals.
- We are a learner-centered college providing a variety of quality learning opportunities tailored to student and community needs.
- We recognize the impact of ongoing technological change on the educational process and on the lives of our students and embrace this change in our college community.
- We are committed to building the community we serve to make it a better place to live.
- We value a work environment characterized by mutual respect and demand of ourselves the highest competence, trust and integrity.

Equal Opportunity Policy

Forsyth Technical Community College is committed to the principle of equal opportunity. It is an Affirmative Action, Equal Opportunity, ADA, Section 504 institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, disability or political affiliation with regard to its students, employees or applicants for admission or employment.

Table of Contents

Campus Locations i

Academic Calendar ii

A Message from the President iii

Forewordiv

- Mission
- Statement of Values
- Equal Opportunity Policy

Table of Contentsv

General Information 1-4

- Governance
- Accreditation
- Specialized Program Accrediting and Approval Agencies
- North Carolina Community College Performance Standards
- History
- Forsyth Tech Foundation
- Alumni Association
- Advisory Committees

Programs of Study 5-7

- Degree Programs
- Diploma Programs
- Certificate Programs
- Educational Programs
- Corporate & Continuing Education Programs

Admissions 8-14

- Student Development Services
- General Information
- Transcripts/Credit Assessment
- Admissions Requirements for Home School
- Admissions Requirements for Programs
- Transfer Credit
- Articulated Courses
- Changing Program of Study
- Re-Admission

- Special Credit Students
- Dual Enrollment Students
- Procedures for Enrollment
- Forsyth Middle College
- International Students
- Undocumented Immigrants

Academic Advising and

Registration 16-19

- Academic Advising
- Registration
- New Students
- Returning Students
- Special Credit Students
- Schedule Changes
- Grade Reports and Transcripts
- Graduation Requirements
- Student Withdrawals
- Family Educational Rights and
- Privacy Act of 1974 Students Rights to Privacy Statement

Academic Information 20-28

- Classification of Students
- Program of Study
- Grading System
- Academic Recognition
- Commencement
- Attendance
- School Closing Due to Inclement Weather (Closing the College)
- Academic Appeal (Concerning a Grade)
- Academic Standing/Probation/Dismissal
- Appeal Process for Academic Standing/ Probation/Dismissal
- Transfer to Four-Year Colleges and Universities

Tuition, Fees and Parking.....	29-31	Student Life.....	46-48
• Tuition Fee Basis		• Student Government Association (SGA)	
• North Carolina Residency Status		• Student Government Council	
• Tuition and Fees for Credit Students		• Alpha Mu Beta	
• Tuition and Fees for Senior Citizens		• Flight Line Program	
• Student Fees: Student Activity Fee, Lab Fees, Graduation Fee, Transcript Fee, Proficiency Exam Fee		• Student Activities and Recreational Opportunities	
• Refund Guidelines		Student Code of Conduct and Responsibilities.....	49-58
• Accident Insurance		• Code of Conduct	
• Liability Insurance for Health Students		• Student Rights	
• Parking		• General Campus Rules	
Student Financial Services.....	32-40	• Policies	
• General Information		Corporate & Continuing Education.....	59-64
• Grants		• Mission	
• Work Programs		• Admissions Requirements	
• Loans		• Course Fees	
• Scholarships		• Continuing Education Units (CEUs)	
• Other Sources of Aid		• Educational Programs	
• Veterans' Benefits		• Educational Services	
Student Services and Support Services.....	41-45	Programs of Study (Credit).....	65-273
• Counseling and Career Services		Course Descriptions.....	274-433
• Services for Students with Disabilities		Faculty/Staff Directory	434-450
• James A. Rousseau II Minority Male Mentoring Program		Maps and Terms	451-454
• Shugart Women's Center at Forsyth Tech		Index.....	455-459
• Learning Resources: Library, Learning Center			
• Winston-Salem Teachers Academy			
• Other Services: Bookstore, Housing, Health Services, Food Services, Lost and Found, Student Center, Campus Information and Use of Facilities			

General Information

Governance

Forsyth Technical Community College is one of 58 institutions operating in the North Carolina Community College System, a statewide organization of public, two-year and post-secondary educational institutions. The statutes of the state of North Carolina provide for the organization and administration of a community college system under the direction of the state board of community colleges. This 20-member board has full authority to adopt all policies, regulations and standards it deems necessary for the operation of the system. The governor and the General Assembly appoint members of the state board. The state board has three major functions: equitable distribution of funds and fiscal accountability, establishing and maintaining state priorities, and educational program approval and accountability.

Forsyth Technical Community College is governed by a 12-member board of trustees - four appointed by the governor of North Carolina, four appointed by the Winston-Salem/Forsyth County Board of Education and four appointed by the Forsyth County Board of Commissioners. The Student Government Association president serves as a nonvoting member. Trustees are appointed to four-year terms and set local policy for the college.

Accreditation

Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4907; Telephone number (404) 679-4501) to award associate degrees, diplomas and certificates.

The college is a member in good standing of the American Association of Community Colleges.

Specialized Program Accrediting and Approval Agencies

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Joint Review Committee on Educational Programs in Diagnostic Medical Sonography (JRCEDMS)
- Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
- Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901; (312) 704-5300; mail@jrcert.org)
- National Automotive Technicians Education Foundation, Inc. (NATEF)
- North Carolina Board of Nursing
- The Electronic Engineering Technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET) (111 Market Place, Suite 1050, Baltimore, MD 21202)
- North Carolina Board of Massage and Bodywork Therapy
- The Forsyth Technical Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

North Carolina Community College Performance Measures

Based on 2004-2005 Data	NCCCS Benchmark	Forsyth Tech 2004-05 Data Reported in 2006	03-04 Data	System Average
Progress of Basic Skills Students *	75%	85%	M	81%
Passing Rates on Licensure Certification Exams *	Aggregate passing rate of 80% / no exam below 70%	89%	M	85%
Goal Completion for Completers *	95%	100%	M	99%
Employment Rate of Graduates * (adjusted for local unemployment rate)	95%	99.9%	M	99.6%
Performance of College Transfer UNC Students * (at the University)	87.1% will have a GPA of 2.0 or better equivalent to the performance of Native UNC Sophomores and Juniors	80.2% with 24 or more hrs. 94.1% with AA or AS degree 82.4 % total with 2.0 or better. (includes data from private colleges and universities)		85.5%
Passing Rates in Developmental Courses * (6 th chosen by the college)	70%	87%	M	81%
Success Rate of Developmental Students in Subsequent College Level Courses	Developmental students perform as well as or better than non-developmental students at a statistically significant level.	93% passed (previous developmental students) 93% passed (non-developmental students)	M	Dev: 86% Non Dev: 87%
Student Satisfaction of Completers & Non-Completers	90%	94%	M	97%
Curriculum Student Retention & Graduation	60%	62%	M	63%
Employer Satisfaction	85%	96%	M	95%
Business & Industry Satisfaction with Services Provided	90%	100%	M	100%
Program Enrollment	No programs with 3-year average annual enrollment of less than 10	0		NA
Total Standards Met or Significant Improvement			11	
Total Performance Funding Standards Met or Significant Improvement			5	

Reported in 2006

* Standard required for accountability and performance funding by the state

6th standard picked by Forsyth Tech to be included for performance funding

M = Met Standard SI = Significant Improvement

S = Superior performance funding

Data Source: 2005 Critical Success Factors for the NCCCS Chart prepared by Research and Assessment Office August 2005

History

For more than 44 years, Forsyth Technical Community College ideals have remained the same: to provide quality education and training for the citizens of North Carolina. Forsyth Tech's first classes began in the fall of 1960. Automotive mechanics, machine shop, electronics and practical nursing were among the first course offerings at the new Winston-Salem/Forsyth County Industrial Education Center, Forsyth Tech's first name.

In 1963, the North Carolina Department of Community Colleges was established and, with that, the Winston-Salem/Forsyth County Industrial Education Center passed to the new Community College System. In 1964 came a new name--Forsyth Technical Institute, and commitment to the community grew steadily with the addition of the General Adult Enrichment Courses in 1964-65. Adult Basic Education began at the Institute in the summer of 1965.

The 1970's brought more change and expansion for Forsyth Technical Institute. The allied health program was created in the fall and winter of 1971-72, offering courses in three areas: nuclear medicine, radiological technology and respiratory therapy. A police science program, today called the criminal justice program, was added in 1971. And in the fall of 1972, a two-year nursing degree program was added. In 1974, the College Foundation was created to work with Alumni to raise funds for buildings, programs and scholarships.

In the 1980's, expansion led to the acquisition of the Dalton Junior High School site, which became the Institute's West Campus site in Winston-Salem and ground was broken for a technology building, Hauser Hall, on the Main Campus site. In 1985, Forsyth Technical Community College was referred to as Forsyth Technical College. The college was renamed in 1987 to its current name.

In 1989, the College Transfer Program began, which allowed the college to serve an even wider portion of the community.

As the college entered the 1990's, new buildings were added. Bob Greene Hall, with classrooms and laboratories, and the Learning Center were dedicated in 1991. The Allman Center, in 1992, provided both classroom and administrative space. In 1996, the Corporate and Continuing Education Division added two training sites in downtown Winston-Salem to better serve the business and industry sectors. In 1998, two new off-campus centers were added: the Mazie S. Woodruff Center in Northeast Winston-Salem and the Grady P. Swisher Center in Kernersville.

Forsyth Tech continues to look at training needs for the future and is currently a regional Cisco training academy. With the addition of the Thomas H. Davis iTEC (information technology) Center, Forsyth Tech is providing a broad spectrum of technology training to the Northwest Piedmont, utilizing traditional classroom and online courses to provide diverse technology training.

Forsyth Tech continues to look to the training needs for the future with the completion of the college's new Technology and Student Services Building in December of 2005. The biotechnology, information technology and several college transfer programs are housed in the Technology Building.

The Thomas H. Davis iTec Center provides high-end computer training for students. Forsyth Tech is providing a broad spectrum of technology training to the Northwest Piedmont, utilizing traditional classroom and online courses to provide diverse technology training.

Foundation

Forsyth Tech Foundation

The Forsyth Tech Foundation was established in 1974 to provide additional financial support for the college through private donations. Re-activated in 1997, the foundation supports student scholarships, new technology and faculty and staff professional development.

Gifts to the Forsyth Tech Foundation are deductible on federal and state income tax reports, both individual and corporate, up to applicable laws. All gifts, large or small, are appreciated and may be designated for specific programs and projects.

Since 1997, the Forsyth Tech Foundation has added the following:

Eleven endowed scholarships:

- Terry Alexander Memorial Scholarship from the Clemmons Rotary
- Don Angell Nursing Scholarship
- John P. Arrowood Sr. Scholarship
- Branner Dixson Baldwin Scholarship in Practical Nursing
- Mary B. Lauerman Nursing Scholarship
- Lucent Technologies Pioneers Scholarships (2)
- Catherine Kiser Marshall Scholarship in Nursing
- Steven R. Moser Paralegal Scholarship
- Wachovia General Scholarship
- Hilda R. and William H. Moser Scholarship

Four endowed programs:

- Thomas H. Davis iTEC Center
 - William Henry Moser Family Paralegal Program
 - James A. Rousseau II Minority Male Mentoring Program
 - Shugart Women's Center at Forsyth Tech
- One endowed faculty award:

- C. David Kepple Memorial Faculty Award

Alumni Association

The Forsyth Tech Alumni Association begins with...you! The Forsyth Tech

Alumni Association was formed in 1996. The board of directors established policies and the following mission statement: "to support and advance the growth and development of the college; to promote the personal, educational and professional interests of alumni; and to encourage a spirit of shared interests, fellowship and active involvement among alumni, the community and the college."

The Forsyth Tech Alumni Association continues that lifelong connection between its graduates and the college.

If you are interested in becoming an active member of the association, please contact the Alumni Relations Office at (336)734-7307.

Programs of Study

Arts and Sciences

Associate in Arts ♦(A)

Associate in Arts/Pre-Major

- Business Administration ♦(A)
- Criminal Justice ♦(A)
- Elementary Education ♦(A)
- English ♦(A)
- History ♦(A)
- Middle Grades Education and Special Education ♦(A)
- Nursing ♦(A)
- Physical Education ♦(A)
- Psychology ♦(A)
- Social Work ♦(A)
- Sociology ♦(A)

Associate in Science ♦(A)

Associate in Science/Pre-Major

- Biology and Biology Education ♦(A)
- Chemistry and Chemistry Education ♦(A)
- Engineering ♦(A)
- Mathematics ♦(A)
- Mathematics Education ♦(A)

Basic Law Enforcement Technology ♦(C)

Biotechnology ♦(A)

Criminal Justice Technology ♦(A) (C)

Criminal Justice Technology/Latent Evidence ♦(A)

Early Childhood Education ♦(A) (D)

Early Childhood Education-Administration ♦(C)

Early Childhood Education-Early Childhood ♦(C)

Early Childhood Education-Early Literacy ♦(C)

Early Childhood Education/Special Education ♦(A) (C)

Early Childhood Education/Teacher Associate ♦(A)

Early Childhood Education/Teacher

Associate-School Age ♦(C)

Emergency Medical Science (A)

Emergency Medical Science-Bridging Program (A)

Emergency Preparedness Technology ♦(A)

Fire Protection Technology ♦(A)

General Occupational Technology ♦(A) (D)

Human Services Technology ♦(A)

Human Services Technology-Domestic

Violence Intervention ♦(C)

Human Services Technology-Social Services ♦(C)

Nanotechnology (A)

Business Information Technologies

Accounting ♦(A) (D)

Business Administration ♦(A)

Business Administration-Customer Service ♦(C)

Business Administration/Electronic Commerce ♦(A)

Business Administration/International

Business ♦(A) (C)

Business Administration/Logistics Management ♦(A)

Computer Information Technology ♦(A) (D) (C)

Computer Information Technology-Helpdesk
Operations ♦(D) (C)

Computer Programming ♦(A) (D)

Computer Programming-JAVA Programming ♦(C)

Computer Programming-Visual Basic
Programming ♦(C)

Computer Programming-Visual C#
Programming ♦(C)

Database Management ■(A)

Financial Services ♦(A)

Global Logistics Technology ♦(A) (D) (C)

Global Logistics Technology-Geographic
Information Systems ♦(C)

Health Information Technology (A)

Healthcare Management Technology ♦(A)

High Performance Computing ♦(A)

Information Systems Security ●(A)

Medical Assisting ●(A)

Medical Office Administration ♦●(A)

Medical Office Administration-Medical

Receptionist ♦(C)

Medical Office Administration-Outpatient
Coding ♦●(C)

Medical Transcription ♦●(D)

Networking Technology ♦(A)

Networking Technology-Cisco Networking
Associate ♦(C)

Networking Technology-Cisco Professional ♦(C)

Networking Technology-LINUX-RHCE ♦(C)

Networking Technology-LINUX-RHCT ♦(C)

Networking Technology-MCSC ♦(C)

Networking Technology-MCSE ♦(D)

Networking Technology-Networking Security ♦(D)

Office Systems Technology ♦(A) (D) (C)

Office Systems Technology-Front Office
Information Specialist ♦(C)

Admissions

Student Development Services

The mission of Student Development Services is to encourage students to learn, grow and achieve success in a supportive academic environment. The Student Development Services mission is accomplished by providing a variety of services in accordance with the Forsyth Technical Community College mission. Student Development Services staff members coordinate these services in cooperation with all other divisions on campus. Services for students include recruitment, placement testing, accommodations for students with disabilities, admission, orientation, registration, counseling and career services, information and referral services, student records, career guidance, drug and alcohol awareness education, student success center and student activities.

General Information

Forsyth Tech is an equal opportunity institution and operates under an open-door admissions policy. Admission to the college's programs is open to all students with a high school diploma or its equivalent. High school students and home-schooled applicants 16 years of age or older may be admitted into college credit and continuing education courses in accordance with the dual enrollment policies adopted by the state of North Carolina. Academically talented 16 years of age and under students may be admitted under specific guidelines. Please contact the director of Educational Partnerships for additional information.

Forsyth Tech offers programs of study leading to a degree, diploma or certificate in areas of business, health, general education and engineering technologies. In addition, the college offers the associate in arts and associate in science college transfer degrees, including 15 pre-major courses of study.

The admissions process requires the following:

- Application
- Official transcripts of secondary (high

school or equivalent) and post-secondary work

- Placement tests (required for some credit programs)

Other documents may also be required to participate in clinical or practical training courses in certain programs such as:

- Health examinations
- Reference forms, when requested
- Specific licensure
- CPR for health programs
- Proof of U.S. citizenship is required to be eligible for licensure exams.

All official documents become the property of the college.

Admission to the college does not imply immediate admission to the program desired by the applicant. Placement in certain programs is limited, and admission to a specific program of study is based on guidelines developed to ensure the student's chance of success in the program and the availability of space.

Admissions counselors and advisors use the applicant's educational achievements and placement test results to assess his/her potential for success in specific instructional programs. If evaluations of the applicant's test scores and high school records indicate his/her lack of readiness to enter a specific course, the applicant may be required to enroll in a developmental education course to prepare for admission to the desired program. Through counseling conferences held before admission, the applicant may obtain assistance in setting realistic goals.

If an applicant applies but does not enroll, his/her documentation remains on file for only one year. After one year, the student must re-apply and provide any additional information that may be required.

The applicant should submit a completed application to the Admissions Office for the

semester he/she plans to enroll. Although potential students may apply at any time prior to the beginning of the semester, the applicant is encouraged to complete the admissions process as early as possible. This allows adequate time for processing and satisfying admissions requirements for programs of study. Write, call or access our Web site to obtain an application and detailed information about instructional programs, or call for an appointment to meet with an admissions counselor.

Forsyth Tech reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process.

Admissions Office
Forsyth Technical Community College
2100 Silas Creek Parkway
Winston-Salem, N.C. 27103-5197
(336) 734-7253 admissions@
forsythtech.edu

An application is also available online.
<http://www.forsythtech.edu>

Please read the Corporate & Continuing Education section of this catalog to learn about admissions requirements for non-credit programs.

Transcripts/Credit Assessment

The Admissions Office requires an official transcript from a high school, an adult high school diploma program or a general education development (GED) certificate program that is regionally accredited. Applicants who have earned the GED certificate in North Carolina are requested to have a transcript certifying high school equivalency sent to the Admissions Office.

Write to:

State GED Administrator
Department of Community Colleges
200 West Jones Street
Raleigh, N.C. 27603-1337

Students who have completed an associate or bachelor's degree may substitute their official

college transcript showing the graduation date in place of their high school transcript for certain programs. Students desiring transfer credit must request **official** transcripts from post-secondary institutions they have attended before credit can be evaluated.

Applicants for most programs will be required to submit scores on either the Scholastic Aptitude Test (SAT), the American College Test (ACT) or the placement test given at Forsyth Tech. Other placement test scores may be evaluated by the admissions staff. Information concerning the SAT/ACT may be obtained from local high school counselors or Counseling and Career Services in Student Development Services. Information on the placement test is available at the Testing Center located room 133, 1st Floor, Allman Center, Main Campus or by calling (336) 734-7324.

Test results are used in helping students assess their skill levels and achievements in relation to their interests and desires. This information provides a basis for placing students in appropriate courses.

Admissions Requirements for Home School

The home school administrator must show and provide proof that the home school is certified by the North Carolina Department of Non-Public Instruction. This means that the administrator must have a school approval number (if available), a charter for the school or anything that denotes approval from the North Carolina Department of Non-Public Instruction and provide copies of this information with the application.

The home school administrator must complete the "high school student permission for enrollment" section in the credit courses section of the application and provide an official home school transcript. If the home school administrator does not have an official transcript, a **Transcript Request Form** is available in the Admissions Office at Forsyth Tech. The transcript has to be completed and notarized before it is considered acceptable. Home school administrators from outside North Carolina must

provide proof from their respective states that the home school is approved to provide instruction.

If the home school administrator and/or the student does not have the proper certification, the student cannot register for any credit courses at Forsyth Tech. If the student wishes to enroll, he/she must obtain a general education development (GED) certificate or adult high school (AHS) diploma from Forsyth Tech's Corporate & Continuing Education program before being eligible to register for other classes.

Admissions Requirements for Programs

The basic requirement for admission to any program is a high school diploma or its equivalent. Applicants who are not high school graduates may arrange to complete their high school requirements through the Corporate & Continuing Education program [general education development (GED) or adult high school (AHS)]. Applicants who are not high school graduates but who demonstrate an ability to benefit from the instruction may be admitted to many certificate and diploma programs that emphasize skills-based training.

Some programs have limited enrollment, and prospective students are encouraged to apply early. Some of these limited-enrollment programs may have application pools for the program. Students in the application pools may take the general education courses required in the program.

Associate Degree Program

The associate degree program requires students to have strong backgrounds in reading comprehension, writing and mathematics.

All health programs use a selective admissions process. Students in health credit programs who are assigned to clinical settings will have additional fees for uniforms, liability insurance, parking and other requirements. Students who want to be considered for a different program must complete a new application. Students meeting minimum requirements are assessed

on a rating scale that ranks previous course grades in related courses and completion of other health-profession training programs. Highest-ranking students will be admitted. Students not admitted must re-apply to be considered for the next acceptance class. Students applying to the associate degree nursing program are required to take the TEAS (Test of Essential Academic Skills).

Please note that certain health technologies programs must admit applicants under state statutes of the licensure agencies. The North Carolina Board of Nursing has state statutes that identify reasons for prohibiting licensure for associate degree nursing and practical nursing graduates. The reasons are referred to the department chairperson.

All students in nuclear medicine technology, radiography and radiation therapy technology come under the radiation exposure regulations of the state and federal government (radiation safety hazard regulation). Any student who receives exposure in excess of permissible limits as defined by the regulations will be advised of the possible harmful effects and may be dropped from the program. Regulations pertaining to students below the age of 18 are more stringent than those for the older student.

Diploma and Certificate Program

For non-high school graduates with special abilities, exceptions to the required high school diploma may be made under certain circumstances in all programs except practical nursing. Applicants may be admitted into some programs on the basis of high school records; however, permission granted by department chairpersons or appropriate vice president may be required (for example, Dual Enrollment students).

In many program areas, the courses earned in completing the certificate program count toward the diploma and/or the associate degree. Questions concerning the need for testing or the application of credits should be directed to the Admissions Office.

Transfer Credit

Applicants who have attended other regionally accredited post-secondary institutions may transfer credits in courses comparable in content, objective, quality and credit hours to those offered at Forsyth Tech. In addition, all veterans or active duty military can receive physical education credit upon receipt of the necessary documentation.

When the granting of transfer credit is in question, the student may be asked for additional documentation such as a course description or course syllabus.

For accepted students, Forsyth Tech evaluates transfer credit for equivalent courses with the grade of C or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association. Courses taken on a pass/fail basis will be considered only after receiving (in writing) the requirements necessary to receive a passing grade. In this situation the college transfer technician, director of admissions and the academic dean, in consultation with the department chairperson, will make a recommendation to the vice president of instructional services. The vice president of instructional services will then make the final decision on the transfer of credit for questionable courses. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. A grade of TR will be given to show that the course was transferred from another college.

Many courses with technical or skill content have time limitations on the acceptance of transfer credit. This includes credits earned at Forsyth Tech, as well as at other institutions. Generally, courses in this classification taken more than five years before entry into Forsyth Tech cannot be considered for transfer purposes. The department chairperson responsible for the program of study determines the specific time limitations. Inquiries concerning transfer credits granted must be made to the college transfer technician

in the Admissions Office during the student's first semester of enrollment. If a student disagrees with the transfer credit granted, he/she should send a written request for re-evaluation to the director of admissions. After consulting with the division dean, the college transfer technician will notify the student of the final decision on transfer credit to be granted.

Articulated Courses Tech Prep Programs of Study

Forsyth Technical Community College and the local high schools have entered into the North Carolina School-to-Community College Articulation Agreement. This agreement allows students to outline specific high school programs of study that will grant them advanced standing credit when they enroll in a community college upon high school graduation.

The North Carolina School-to-Community College Articulation Agreement allows students in high school to take academic and vocational courses that will exempt them from certain required courses at the community college level. Forsyth Tech has outlined many programs of study in degree and diploma areas for which students can receive advanced standing credit. If the prerequisites are met, the student is exempted from the placement test in that subject area.

Students are encouraged to declare that they are a college prep student and work with their high school counselor to register and select the correct sequence of courses in grades 9, 10, 11 and 12. The final high school transcript must indicate successful completion of the correct sequence of courses with a grade of B or better and appropriate test scores.

List is subject to change as curriculum programs are updated at the state level.

WSFCS Course Course Title	Forsyth Tech Course Course Prefix /No. Course Title
Vocats Scores of 80 or Better	
Principles of Business and Personal Finance	
	BUS 110 Introduction to Business/or
	BUS 125 Personal Finance
Business Law	BUS 115 Business Law
Business Management & Applications	
	BUS 137 Principles of Business or
	OST 181 Introduction to Office Systems

Business & Electronic Communications

	BUS 260	Business Communications with ENG 111 as prerequisite
Small Business Entrepreneurship Business Management & Applications	BUS 230	Small Business Management
Business Management & Applications	BUS 230	Small Business Management
Computerized Accounting I	BUS 137	Principles of Management or OST 181 Intro to Office Systems
Computerized Accounting II	ACC 111	Financial Accounting or ACC 115 College Accounting or ACC 118 Accounting Fundamentals I
Cisco Networking I	ACC 119	Accounting Fundamentals II
	NET 125/NET 126	Routing & Switching and
	NET 110	Networking Concepts
Cisco Networking II	NET 225/NET 226	Adv. Routing & Switching
Computer Applications I	CIS 111/CTS 111	Basic PC Literacy or CIS 110 Introduction to Computers
and	CIS 113/CTS 113	Computer Basics and OST 136 Word Processing and CIS 120 Spreadsheets I and OST 137 Office Software Applications or CIS 165 Desktop Publishing I or OST 233 College Desktop Publishing I or
Computer Applications II	CIS 169	(CTS 125) Business Presentations or CIS 172 Introduction to the Internet CIS 172 Introduction to the Internet
e-Commerce I	ITN 160	Web-Design
e-Commerce II	CTS 120	Hardware/Software Support
Computer Engineering I	CTS 220	Advanced Hardware/Software Support
Computer Engineering II		
Printing Graphics Communications	GRA 121	Graphics Arts I and GRA 110 Orientation GRD 141 Graphics Design
Commercial Art I	GRA 151	Computer Graphics I
Printing Graphics Commun. II	HOR 150	Introduction to Horticulture
Horticulture I and II	HOR 150	Introduction to Horticulture
Horticulture I	HOR 152	Horticulture Practices
Horticulture II		
Horticulture II - Landscape Production and Maintenance	HOR 110	Intro to Landscaping
Keyboarding - High School	OST 131	Keyboarding or OST 134 Text Entry & Formatting or OST 136 Word Processing
Strategic Marketing	MKT 120	Principles of Marketing
Marketing & Marketing Management	MKT 120	Principles of Marketing
Early Childhood Ed I & II	EDU 119	Early Childhood Education or EDU 111 Early Childhood Credentialing I and EDU 112 Early Childhood Credentialing II and EDU 145 Child Development II
Cooperative Education	COE 111	Cooperative Education I (Early Childhood)
Early Childhood I & II	COE 115	Work Experience Seminar I
Biotechnology I	BTC 181	Basic Lab Techniques
Health Careers I	MED 110	Orientation to MED Assisting
or Allied Health Sciences I or Medical Science I	MED 112	Orientation to Clinic Setting I
Health Careers II	MED 121	Medical Terminology I and MED 122 Medical Terminology II and MED 130 Administrative Office Procedures I
or Allied Health Sciences II		
or Medical Science II		

Air Conditioning, Heating, Refrigeration I & II

	AHR 110	Introduction to Refrigeration and AHR 111 HVACR Electricity and AHR 112 Heating Technology and AHR 113 Comfort Cooling and AHR 114 Heat Pump Technology and AHR 160 Refrigeration Certification
Automotive Technology I & II	AUT 110	Introduction to Automotive Tech and (with HS teacher signature) AUT 111 Basic Auto Tech and Submit Vehicle Inspecting Certificate for AUT 110 credit. AUT 161 Electrical Systems
		For AUT 161 need NATEF Electrical Task List with HS teacher signature
Automotive Technology III	AUT 151	Brake Systems
with NATEF Brakes Task List with HS teacher signature	AUT 181	Engine performance - Electrical
Auto Body Repair I & II	AUB 121	Non-Structural Damage I
(with teacher rec.)	AUB 111	Painting & Refinishing I
Electricity I & II	ELC 113	Basic Wiring I
Electronics I & II	ELC 111	Introduction to Electricity and ELC 112 DC/AC Electricity and ELC 126 Electrical Computation and EGR 131 Introductions to Electronics Tech and CET 110 Intro to CET
Electronics II (with prof. exam)	ELC 131	DC/AC Analysis and ELC 131A Lab
Welding I	WLD 110	Cutting Processes and Includes satisfactory completion of Wheels of Learning modules WOL 110 Basic Construction Skills
Welding II	WLD 115	SMAW (Stick) Plate and Includes satisfactory completion of Wheels of Learning modules WLD 121 GMAW (MIG) Plate/Pipe
Welding III	WLD 116	SMAW (Stick) Plate/Pipe and Includes satisfactory completion of Wheels of Learning modules WLD 131 GTAW (Tig) Plate and WLD 132 GTAW (Tig) Plate/Pipe WLD 141 Symbols & Specifications and WLD 215 SMAW (Stick) Pipe
Carpentry I & II	CAR 110	Introduction to Carpentry
Carpentry I & II (with teacher rec.)	CAR 111	Carpentry I
Technology Studies (with prof. exam, teacher rec. & portfolio)	ARC 113	Residential Arch Tech x or ARC 111 Introduction to Arch. Tech.
and		
Technology Studies	HUM 110	Technology and Society
Structural Systems	DFT 119	Basic CAD
Structural Systems	ARC 114	Architectural CAD
COURSES BELOW DO NOT REQUIRE VOCATS SCORES		
Technical Math I	MAT 101	Applied Math I
Technical Math II	MAT 115	Mathematical Models
Algebra I	MAT 070	Introductory Algebra (Cannot be taken while in high school.)
Algebra II	MAT 080	Intermediate Algebra (Cannot be taken while in high school.)
Algebra III (with prof. exam)	MAT 121	Algebra/Trigonometry
Honors English IV	ENG 101	Applied Communications I

Advanced Placement (AP)

Secondary school students enrolled in advanced placement (AP) courses may receive college credit upon completion of the courses with a score of 3 or higher and forwarding the results to

the Admissions Office for evaluation.

WSFCS Course Local Course Title	Forsyth Tech Course Course Prefix /No. Course Title
AP English-Lang. & Comp. (score 3 or better)	ENG 111 Expository Writing
AP English-Comp. & Lit. (score 3 or better)	ENG 112 Argument-Based Research
AP Spanish - Language (3 or 4)	SPA 111 Elementary Spanish I
AP Spanish - Language (5)	SPA 111 & 112 Elementary Spanish I & II
AP French - Language	FRE 111 Elementary French I (3 or 4)
AP French - Language (5)	FRE 111 & 112 Elementary French I & II
AP German - Language (3 or 4)	GER 111 Elementary German I
AP German - Language (5)	GER 111 & 112 Elementary German I & II
AP Math AB (3 or better)	MAT 271 Calculus I
AP Math BC (5)	MAT 271 Calculus I and MAT 272 Calculus II
AP Statistics (3 or better)	MAT 151 Statistics I Math 151A Statistics I Lab
AP Biology (3 or 4)	BIO 111 General Biology I
AP Biology (5)	BIO 111 General Biology I and BIO 112 General Biology II
AP Chemistry (3 or 4)	CHM 151 General Chemistry I
AP Chemistry (5)	CHM 151 General Chemistry I and CHM 152 General Chemistry II
AP Computer Science A (Score of 3 or better)	CSC 148 Java Programming
AP Computer Science B (Score of Programming 3 or better & interview with faculty for faculty written approval)	CSC 258 Java Enterprise
AP Physics (3 or 4)	PHY 151 College Physics I
AP Physics (5)	PHY 151 College Physics I and PHY 152 College Physics II
AP Psychology (3 or better)	PSY 150 General Psychology (or) PSY 118 Interpersonal Psychology
AP Art History (3 or 4)	ART 114 Art History Survey I
AP Art History (5)	ART 114 & 115 Art History Survey I & II
AP Art Drawing I (3 or better)	ART 131 Drawing I
AP Art Portfolio 2 or Portfolio 3 (3 or better)	ART 214 Portfolio & Resume
AP Environmental Science (3 or better)	BIO 140 Environmental Biology
AP Government & Politics: US (3 or better)	BIO 140A Environmental Biology Lab
AP Government: Comparative (3 or better)	POL 120 American Government
AP US History (3 or 4)	POL 210 Comparative Government
AP US History (5)	HIS 131 American History I
AP European History (3 or 4)	HIS 131 American History I and HIS 132 American History II
AP European History (5)	HIS 121 Western Civilization I HIS 121 & HIS 122 Western Civilization I & II
AP Music Theory (3 or better)	MUS 121 Music Theory
AP Microeconomics	ECO 251 Principles of Microeconomics
AP Macroeconomics	ECO 252 Principles of Macroeconomics

courses that are not identical but are comparable, credit will be granted in the same manner as courses transferred from another institution. Such courses will not be used in computing the new program GPA; only hours earned will be transferred, and a grade of CR (credit granted or passed proficiency) will be given to show this credit.

Re-Admission

Students who have withdrawn in good academic standing should contact the Admissions Office to update their application. If the application for re-admission is for a different program, standard admissions requirements for new students will apply.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must re-apply through the Admissions Office. Approval for re-admission to the same program or a different program will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the appropriate division personnel and the applicant's career objectives. Students granted re-admission may have course load restrictions, specific grade requirements and/or required counseling sessions in order to remain enrolled in the program. When good academic standing has been re-established, the restriction(s) will be removed.

There are specific additional guidelines for re-entry into the health program. These guidelines may be obtained from the Admissions Office.

Former students who re-apply for admission may be asked to supply the Admissions Office with transcripts and test scores. Students who have been suspended for disciplinary reasons or health/safety reasons cannot be re-admitted without submitting a request for re-admission to the vice president of Student Development Services. The request for re-admission is subject to review by the division dean.

Special Credit Students

Students interested in taking only a limited number of courses may enroll as special credit

Changing Program of Study

When a student changes from one program of study to another within Forsyth Tech, credits attempted, grades, hours earned and quality points can be transferred for identical courses. A student's initial cumulative grade point average (GPA) in a new program will be computed from the credits forwarded to that program. For

Business & Electronic Communications

	BUS 260 Business Communications with ENG 111 as prerequisite
Small Business Entrepreneurship Business Management & Applications	BUS 230 Small Business Management
Business Management & Applications	BUS 230 Small Business Management
Computerized Accounting I	BUS 137 Principles of Management or OST 181 Intro to Office Systems
Computerized Accounting II	ACC 111 Financial Accounting or ACC 115 College Accounting or ACC 118 Accounting Fundamentals I
Cisco Networking I	ACC 119 Accounting Fundamentals II
Cisco Networking II	NET 125/NET 126 Routing & Switching and NET 110 Networking Concepts
Computer Applications I	NET 225/NET 226 Adv. Routing & Switching
and	CIS 111/CTS 111 Basic PC Literacy or CIS 110 Introduction to Computers
Computer Applications II	CIS 113/CTS 113 Computer Basics and OST 136 Word Processing and CIS 120 Spreadsheets I and OST 137 Office Software Applications or CIS 165 Desktop Publishing I or OST 233 College Desktop Publishing I or
e-Commerce I	CIS 169 (CTS 125) Business Presentations or
e-Commerce II	CIS 172 Introduction to the Internet
Computer Engineering I	CTS 120 Hardware/Software Support
Computer Engineering II	CTS 220 Advanced Hardware/Software Support
Printing Graphics Communications	GRA 121 Graphics Arts I and GRA 110 Orientation
Commercial Art I	GRD 141 Graphics Design
Printing Graphics Commun. II	GRA 151 Computer Graphics I
Horticulture I and II	HOR 150 Introduction to Horticulture
Horticulture I	HOR 150 Introduction to Horticulture
Horticulture II	HOR 152 Horticulture Practices
Horticulture II - Landscape Production and Maintenance	HOR 110 Intro to Landscaping
Keyboarding - High School	OST 131 Keyboarding or OST 134 Text Entry & Formatting or OST 136 Word Processing
Strategic Marketing	MKT 120 Principles of Marketing
Marketing & Marketing Management	MKT 120 Principles of Marketing
Early Childhood Ed I & II	EDU 119 Early Childhood Education or EDU 111 Early Childhood Credentialing I and EDU 112 Early Childhood Credentialing II and EDU 145 Child Development II
Cooperative Education	COE 111 Cooperative Education I (Early Childhood)
Early Childhood I & II	COE 115 Work Experience Seminar I
Biotechnology I	BTC 181 Basic Lab Techniques
Health Careers I or Allied Health Sciences I or Medical Science I	MED 110 Orientation to MED Assisting
Health Careers II or Allied Health Sciences II	MED 112 Orientation to Clinic Setting I
or Medical Science II	MED 121 Medical Terminology I and MED 122 Medical Terminology II and MED 130 Administrative Office Procedures I

Air Conditioning, Heating, Refrigeration I & II

	AHR 110 Introduction to Refrigeration and
(Mechanical Systems I & II) (Wheels of Learning Modules)	AHR 111 HVACR Electricity and AHR 112 Heating Technology and AHR 113 Comfort Cooling and AHR 114 Heat Pump Technology and AHR 160 Refrigeration Certification
Automotive Technology I & II (with HS teacher signature)	AUT 110 Introduction to Automotive Tech and AUT 111 Basic Auto Tech and Submit Vehicle Inspecting Certificate for AUT 110 credit.
For AUT 161 need NATEF Electrical Task List with HS teacher signature	AUT 161 Electrical Systems
Automotive Technology III with NATEF Brakes Task List with HS teacher signature	AUT 151 Brake Systems and AUT 181 Engine performance - Electrical
Auto Body Repair I & II (with teacher rec.)	AUB 121 Non-Structural Damage I
Electricity I & II	AUB 111 Painting & Refinishing I
Electronics I & II	ELC 113 Basic Wiring I
	ELC 111 Introduction to Electricity and ELC 112 DC/AC Electricity and ELC 126 Electrical Computation and EGR 131 Introductions to Electronics Tech and CET 110 Intro to CET
Electronics II (with prof. exam)	ELC 131 DC/AC Analysis and ELC 131A Lab
Welding I	WLD 110 Cutting Processes and Includes satisfactory completion of Wheels of Learning modules
Welding II	WOL 110 Basic Construction Skills
Welding III	WLD 115 SMAW (Stick) Plate and Includes satisfactory completion of Wheels of Learning modules
	WLD 121 GMAW (MIG) Plate/Pipe and WLD 116 SMAW (Stick) Plate/Pipe and Includes satisfactory completion of Wheels of Learning modules
	WLD 131 GTAW (Tig) Plate and WLD 132 GTAW (Tig) Plate/Pipe
Carpentry I & II	WLD 141 Symbols & Specifications and WLD 215 SMAW (Stick) Pipe
Carpentry I & II (with teacher rec.)	CAR 110 Introduction to Carpentry
Technology Studies (with prof. exam, teacher rec. & portfolio)	CAR 111 Carpentry I
	ARC 113 Residential Arch Tech x or ARC 111 Introduction to Arch. Tech.
and	
Technology Studies	HUM 110 Technology and Society
Structural Systems	DFT 119 Basic CAD
Structural Systems	ARC 114 Architectural CAD
COURSES BELOW DO NOT REQUIRE VOCATS SCORES	
Technical Math I	MAT 101 Applied Math I
Technical Math II	MAT 115 Mathematical Models
Algebra I	MAT 070 Introductory Algebra (Cannot be taken while in high school.)
Algebra II	MAT 080 Intermediate Algebra (Cannot be taken while in high school.)
Algebra III (with prof. exam)	MAT 121 Algebra/Trigonometry
Honors English IV	ENG 101 Applied Communications I

Advanced Placement (AP)

Secondary school students enrolled in advanced placement (AP) courses may receive college credit upon completion of the courses with a score of 3 or higher and forwarding the results to

the Admissions Office for evaluation.

WSFCS Course	Forsyth Tech Course
Local Course Title	Course Prefix/No. Course Title
AP English-Lang. & Comp. (score 3 or better)	ENG 111 Expository Writing
AP English-Comp. & Lit. (score 3 or better)	ENG 112 Argument-Based Research
AP Spanish - Language (3 or 4)	SPA 111 Elementary Spanish I
AP Spanish - Language (5)	SPA 111 & 112 Elementary Spanish I & II
AP French - Language	FRE 111 Elementary French I (3 or 4)
AP French - Language (5)	FRE 111 & 112 Elementary French I & II
AP German - Language (3 or 4)	GER 111 Elementary German I
AP German - Language (5)	GER 111 & 112 Elementary German I & II
AP Math AB (3 or better)	MAT 271 Calculus I
AP Math BC (5)	MAT 271 Calculus I and MAT 272 Calculus II
AP Statistics (3 or better)	MAT 151 Statistics I Math 151A Statistics I Lab
AP Biology (3 or 4)	BIO 111 General Biology I
AP Biology (5)	BIO 111 General Biology I and BIO 112 General Biology II
AP Chemistry (3 or 4)	CHM 151 General Chemistry I
AP Chemistry (5)	CHM 151 General Chemistry I and CHM 152 General Chemistry II
AP Computer Science A (Score of 3 or better)	CSC 148 Java Programming
AP Computer Science B (Score of Programming 3 or better & interview with faculty for faculty written approval)	CSC 258 Java Enterprise
AP Physics (3 or 4)	PHY 151 College Physics I
AP Physics (5)	PHY 151 College Physics I and PHY 152 College Physics II
AP Psychology (3 or better)	PSY 150 General Psychology (or) PSY 118 Interpersonal Psychology
AP Art History (3 or 4)	ART 114 Art History Survey I
AP Art History (5)	ART 114 & 115 Art History Survey I & II
AP Art Drawing I (3 or better)	ART 131 Drawing I
AP Art Portfolio 2 or Portfolio 3 (3 or better)	ART 214 Portfolio & Resume
AP Environmental Science (3 or better)	BIO 140 Environmental Biology BIO 140A Environmental Biology Lab
AP Government & Politics: US (3 or better)	POL 120 American Government
AP Government: Comparative (3 or better)	POL 210 Comparative Government
AP US History (3 or 4)	HIS 131 American History I
AP US History (5)	HIS 131 American History I and HIS 132 American History II
AP European History (3 or 4)	HIS 121 Western Civilization I
AP European History (5)	HIS 121 & HIS 122 Western Civilization I & II
AP Music Theory (3 or better)	MUS 121 Music Theory
AP Microeconomics	ECO 251 Principles of Microeconomics
AP Macroeconomics	ECO 252 Principles of Macroeconomics

Changing Program of Study

When a student changes from one program of study to another within Forsyth Tech, credits attempted, grades, hours earned and quality points can be transferred for identical courses. A student's initial cumulative grade point average (GPA) in a new program will be computed from the credits forwarded to that program. For

courses that are not identical but are comparable, credit will be granted in the same manner as courses transferred from another institution. Such courses will not be used in computing the new program GPA; only hours earned will be transferred, and a grade of CR (credit granted or passed proficiency) will be given to show this credit.

Re-Admission

Students who have withdrawn in good academic standing should contact the Admissions Office to update their application. If the application for re-admission is for a different program, standard admissions requirements for new students will apply.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must re-apply through the Admissions Office. Approval for re-admission to the same program or a different program will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the appropriate division personnel and the applicant's career objectives. Students granted re-admission may have course load restrictions, specific grade requirements and/or required counseling sessions in order to remain enrolled in the program. When good academic standing has been re-established, the restriction(s) will be removed.

There are specific additional guidelines for re-entry into the health program. These guidelines may be obtained from the Admissions Office.

Former students who re-apply for admission may be asked to supply the Admissions Office with transcripts and test scores. Students who have been suspended for disciplinary reasons or health/safety reasons cannot be re-admitted without submitting a request for re-admission to the vice president of Student Development Services. The request for re-admission is subject to review by the division dean.

Special Credit Students

Students interested in taking only a limited number of courses may enroll as special credit

students. Special credit students are permitted to register for some credit courses without having to be admitted as a degree seeking student, provided that prerequisites have been met and such registration does not pre-empt students enrolled in a degree, diploma or certificate program. Some credit courses will not be available to special credit students without prior instructional division approval.

For admission to Forsyth Tech, a special credit student needs to be a high school graduate and complete an application for admission. Special credit students may be asked to take the placement test and may have to furnish official transcripts in order to meet course prerequisite requirements.

While there are no limitations on the number of credit hours a special credit student may earn, students earning 12 or more credit hours will be advised to seek admission into a program. Special credit students who decide to complete a program of study at Forsyth Tech should apply for admission by submitting an updated application. Special credit students can not be admitted to a degree program unless the required documentation was submitted to the Admissions Office during the time the student seeks acceptance. They must meet current admissions requirements and, if approved, will be accepted under the program of study in effect for the program at the time of acceptance. Satisfactory completion of courses as a special credit student does not automatically guarantee admission to a program.

Generally, students are approved for special credit status in the following circumstances:

- The student wishes to take some relevant credit courses prior to making a decision about applying for a specific program. Students may wish to choose this route in order to reduce their course load once in the program and thereby improve chances for success.
- The student wishes to take specific courses but does not plan to pursue and complete a program at Forsyth Tech.

- The student has not been granted admission into a specific program that has already reached its enrollment limit at the time of application but wishes to complete the related courses.

All policies, rules and the code of conduct apply to special credit students. Special credit students are not eligible for any form of financial aid through Forsyth Tech.

Dual Enrollment-Concurrently Enrolled Students

Junior and senior high school students and home-schooled youth, who are **at least 16 years old**, may enroll in curriculum credit classes tuition free. Students are responsible for fees, supplies and textbooks. Students are considered Special Credit – Dual Enrollment students.

Under dual enrollment guidelines, students must meet Forsyth Tech admissions procedures and prerequisites for courses. Students may receive both high school honors credit and college credit for completed coursework. All course grades apply towards graduation from a program at Forsyth Tech. Courses in the AA and AS college transfer degree programs are transferable to all public four-year senior colleges and universities in North Carolina and most private institutions. High school students may also enroll in Associate in Applied Sciences degree, diploma or certificate program coursework. If classes are taught through Corporate and Continuing Education, the student must pay tuition. Continuing Education classes do not earn curriculum college credit.

Procedures for Enrollment

Students must submit the following:

1. Forsyth Tech **Application for Admission** (only on first enrollment)
2. **Parental Consent/Counselor Permission Form** (each semester)
3. Transcript from High School
4. Standardized Test Scores (SAT, ACT, CPT, Accuplacer, ASSET, and/or COMPASS)
5. If a student is home-schooled, a copy of the North Carolina Home School Certification Number from the North Carolina Office of

- Non-Public Instruction is required.
6. During advising a completed registration card indicating the course number, course section number, the title of the course and alternative section numbers is completed.
 7. Payment of fees and purchasing of books.

The Application Packet including an application, official high school transcript, standardized test scores (SAT, ACT, CPT, ASSET, and COMPASS), **Parental Consent/Counselor Permission Form**, and other supporting documents for dual enrollment students, should be sent for review and admission to the director of Educational Partnerships. Advising and selection of courses is conducted at the designated time each semester. Course prerequisites and all admission's procedures must be met for dual enrollment admission to occur.

Forsyth Middle College

The Forsyth Middle College is a high school located on the campus of Forsyth Tech. It is a collaborative project of the Winston-Salem/Forsyth County Schools and Forsyth Tech. The program is designed to provide students with an alternative academic environment to complete their high school coursework while also having the option to enroll in college-level classes as a part of the Dual Enrollment Program. The Middle College operates on a five-day schedule, Monday through Friday, from noon to 5:30 p.m.

The Middle College is a program for juniors and seniors who are at least 16 years of age and who are interested in earning their high school diploma and furthering their education at the community college or a four-year college or university. Students must have a clean behavioral record and the self-motivation to complete the requirements for their high school diploma. The program is primarily serving young people who have had an A or B average in high school and then encountered a sudden decline in their educational experience. It is not designed for students who have long-term grade difficulties or inability to succeed in rigorous high school coursework or dual enrollment classes.

To be admitted to the program, students must complete an application and a 50-word essay explaining why they would like to be a part of the Middle College. Grade transcripts and a counselor recommendation from the previous high school are also required as part of the application process. A selection committee consisting of the Middle College principal, the counselor and a teacher, interview the student to evaluate his or her candidacy for the program. New students are admitted once every quarter with the average enrollment totaling 100. Please inquire in the Office of Educational Partnerships on Main Campus.

International Students

Forsyth Tech will admit certain international students with proper authorization from the Department of Homeland Security or the Bureau of Citizenship and Immigration Services. The college is not approved to admit students that require the issuance of an I-20. Procedures for applying and being admitted to the college are available in the Admissions Office.

Undocumented Immigrants

Undocumented immigrants are eligible for admission as curriculum students at Forsyth Tech with limitations as set out below:

1. An undocumented immigrant may be considered for admission only if he or she graduated from high school in North Carolina.
2. Undocumented immigrants may not receive state or federal financial aid in the form of a grant or loan.
3. An undocumented immigrant may not be considered a North Carolina resident for tuition purposes; all undocumented immigrants must be charged out-of-state tuition.
4. When considering whether or not to admit an undocumented immigrant into a specific program of study, the college will take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.

Academic Advising and Registration

Increasing Student Success through Effective Academic Advising

In October 2005, Forsyth Tech was awarded a five-year Title III, Part A Strengthening Institutions federal grant. The Increasing Student Success through Effective Academic Advising project is funded 79.42% by the United States Department of Education, and 20.58% by Forsyth Technical Community College. The grant will improve academic advising by creating a Student Success Center as part of institutional services offered to curriculum students.

The grant will allow Forsyth Tech to enhance opportunities for each student to attain his or her educational and career goals by integrating improvements into the College's academic advising system. The activity funded with Title III support will result in a more detailed and accurate assessment of each student's abilities and goals. Initial application data, assessment results, and other pertinent information will be placed in an Electronic Student Profile and used to create an individualized Learning Plan for each new student.

Student Success Center

Forsyth Tech has an advisor/advisee program that is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student is assigned an academic advisor who provides information related to program content, course content and prerequisite requirements, graduation requirements and general information. Academic advisors assist in course planning and scheduling and also make referrals for personal counseling, financial aid counseling or academic tutoring.

All students are required to meet with an academic advisor prior to registration or during the registration period. The purpose of this

meeting is to ensure that course selection is appropriate for the student's educational goals and skill levels. Registration cards are to be signed by the student's academic advisor.

The Student Success Center funded by Title III grant provides advising services for students as they work to attain their academic and career goals. The center provides information regarding campus resources and academic programs and offers orientation and advising sessions to help students achieve their academic and career goals.

Registration

Forsyth Tech operates on the semester system. Fall and spring semesters are 16 weeks and the summer term is 10 weeks. Some courses are offered on an eight-week or other alternative schedule during fall and spring semesters and summer term. In addition, upcoming registration and prepayment dates for currently-enrolled students are posted during the latter part of each semester.

On registration days, as published in the class schedule, all approved students should see an academic advisor and register for classes for that semester. Academic advisors are on campus to assist students with the registration process, and the Cashier's Office is open to accept tuition and fees.

New Students

The times and dates for registering can be found in the class schedules or class listings. At registration, new students will meet with an academic advisor who will assist in the selection of courses and schedules. Participation in an orientation session is required. This session provides an overview of the regulations, policies and privileges of Forsyth Tech as found in the **College Catalog** and the **Student Handbook**.

Returning Students

Each semester, returning students admitted to a program may register early. To register for courses, students are required to meet with their academic advisor to determine a schedule of courses for the upcoming semester. Any questions arising during this registration period concerning transfer credit for course(s) should be directed to the college transfer technician in the Admissions Office. To take advantage of this early registration, students must be sure to pay tuition and fees on the designated prepayment days.

Special Credit Students

Special credit applicants wishing to register for classes should come to the advertised locations on the scheduled registration days to register and pay tuition/fees.

Schedule Changes

To change their schedules, students may obtain a **Registration Adjustment Form** from the designated registration area. Students may drop and add classes during the drop/add period as noted in the class schedules or class listings. An academic advisor must approve all additions to students' schedules. Classes may not be added after the drop/add period without permission of the division dean.

Grade Reports and Transcripts

Students' grade reports are mailed after the end of each semester. The report includes the semester hour credits and the grade point average (GPA) earned and the cumulative GPA for the semester.

Transcripts reflecting students' complete academic record at Forsyth Tech are maintained in the Records Office. Students may come to the office and complete a Transcript Request Form, they may write a letter stating the name or names under which they attended the college, their social security number, the years they attended and where the transcript should be sent or they may complete the request on the college Web site. Official transcripts are sent directly to employers, educational institutions, etc. Transcripts issued to students are unofficial and indicate that they were issued to the student. While an official transcript in a sealed envelope may be issued to

students, the transcript will note this procedure and any receiving party will determine its acceptance as official. Students must pay a charge of \$2 for each transcript.

All official documents become the property of the college.

A student's record may be sealed from the student's review and closed for purposes of re-admission and grade posting due to financial debt to the college or litigation involving the student and the college. Inquiries regarding sealed records should be directed to the Records Office. Transcripts will not be issued as long as the file remains sealed.

Graduation Requirements

To be eligible for graduation, students must complete all the courses and credit hours required in programs of study with a grade point average (GPA) of 2.0. In addition, students must have received a passing grade in courses in their program.

A candidate for an associate degree must complete at least 20 semester hours of credit at Forsyth Tech, with a minimum of 10 semester hours of credit in their major area. A candidate for a diploma must complete at least 10 semester hours of credit at Forsyth Tech, with a minimum of 8 semester hours of credit in their major area. Candidates for a certificate of completion must complete a minimum of 25 percent of their required course work at Forsyth Tech. These requirements may not be met by proficiency examination.

Course requirements vary according to program. Students should refer to the course requirements for their program to determine if all requirements have been met and should routinely meet with their academic advisor to assure their progress toward graduation.

Every academic year, each program publicizes a program of study for students admitted in that specific year. Students will graduate under the course requirements that are applicable at the time they enroll in a program if they remain continuously enrolled until graduation and

complete all requirements within three years of initial enrollment. A student who applies for re-admission after two or more semesters is accepted under the program of study in effect at the time of re-admission, not under the program of study in effect at the time of the original admission. Students who change their program are also admitted to the new program under the current year's program of study.

In order to have complete information recorded on their transcripts, students should apply for their degree, diploma or certificate at the time of their last semester registration. ***Intent to Graduate Forms*** are available in the Records Office, Room 106 (1st Floor), Allman Center, Main Campus, the Cashier's Office (2nd Floor), Allman Center, Main Campus or at each of the centers. A \$10 non-refundable graduation fee must be paid at the time the form is filed.

Student Withdrawals

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. A ***Drop Form*** may be obtained in the Records Office, Room 106 or Counseling and Career Services, Room 148 (1st Floor), Allman Center, Main Campus. When the student initiates a withdrawal or drop, the date the student completes the ***Drop Form*** is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the ***Drop Form*** is the official withdrawal date. When students fail to notify the Records Office, they may receive a failing grade.

Withdrawal from a Class - Students are responsible for completing a ***Drop Form*** and notifying their instructor(s), academic advisor, Records Office or Counseling and Career Services of the decision to withdraw.

Total Withdrawal from School - Students who must withdraw from school, either permanently or temporarily, should withdraw officially. Students are responsible for completing a ***Drop Form*** and for notifying their instructors, academic advisors, Records Office or

Counseling and Career Services of the decision to withdraw.

Veterans and financial aid recipients must notify Student Financial Services if they discontinue enrollment.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing or accrediting organizations. The vice president of Student Development Services will make the final decision concerning access to records.
3. Transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute student information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of Records/Registrar of their desire not to have their names published.
6. Authorities with lawfully issued court orders are permitted to review or receive copies of student records. This section covers academic policies effective at the time of this catalog's publication.

Students Rights to Privacy Statement

Forsyth Tech does not publish or distribute student information or any personally identifiable information in accordance with the Family Rights to Privacy Act.

In compliance with the Solomon Amendment, the college releases the following information to any branch of the Armed Services upon their request - student's name, address, telephone number, age and program of study.

The college also publishes the names of graduates in the commencement program

and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of Records/Registrar of their desire not to have their names published. Information may also be released to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Please contact the director of Records/Registrar at (336) 734-7314 if you have any additional questions.

Academic Information

Classification of Students

Full-time: A student who is enrolled in 12 or more credit hours of course work; 9 hours for summer term (financial aid requirements are different for summer term).

Part-time: A student who is enrolled in fewer than 12 credit hours of course work; fewer than 9 hours summer term.

Special Credit: A student who is enrolled in credit courses, but who is not working toward a degree, diploma or certificate.

Audit: A student who is enrolled in regular course work, but who is not receiving credit for work undertaken.

Program of Study Information

Students admitted to a degree, diploma or certificate program must meet the requirements listed on the program of study for the academic year during which students were initially enrolled in the program. In general, students should work closely with their academic advisors to ensure they follow the sequence of courses listed on the program of study to meet all course prerequisites and to complete the program within three years of initial enrollment.

Prerequisites and Corequisites

Many program courses have prerequisites and corequisites that are listed in the course descriptions at the back of this catalog. Before these courses may be taken, any prerequisite course must be completed, and corequisites must have been taken during a previous semester or be taken during the same semester. Bold-typed prerequisites and corequisites are requirements at the local community college level. If a prerequisite and/or corequisite are regular font type, they are state mandated requirements and **cannot** be waived. If the occasion arises in which a **local** prerequisite should be waived, both the appropriate department chairperson and dean must approve the waiver in writing. If

a course affects more than one division, written approval may be necessary from more than one department chairperson and dean before the student registers for that course.

Course Attempts Rule (Course Repeat)

Students may not repeat a course either for credit or audit more than three times without permission of the appropriate dean. Grades of Withdrawal (W), Withdrawal Passing (WP), Withdrawal Failing (WF) or Audit (Y or AU) will be considered as an attempt regarding this policy.

If students withdraw from or fail any course in their program of study, they must repeat the course; otherwise, they cannot receive a degree, diploma or certificate. Students are responsible for scheduling make-up courses required for graduation. Students may take a course at another college to meet graduation requirements as long as doing so does not violate the minimum number of courses that must be completed at Forsyth Technical Community College. Students who fail one of the courses in the major subject area may be referred to the Counseling Center. The appropriate dean will make the final decision on students' permission to enroll in a course after three attempts. A log will be maintained in each academic dean's office documenting approval for each student attempting a course four or more times.

Course Substitutions

Course substitutions may be granted when deemed necessary for graduation or as a necessary accommodation to complete a degree.

Core courses (this includes concentration courses) cannot be substituted. General education and other major hours courses may be substituted with comparable courses. The appropriate department chairperson and dean must approve the course substitution in writing.

Proficiency Exams

Students who have been approved for admission or are already enrolled in a program of study may request to take a proficiency exam for a course that has a proficiency exam available. Students must receive permission from the appropriate department chairperson to earn credit for the course by proficiency examination. A list of courses currently available for credit by proficiency is available in Counseling and Career Services.

Students do not necessarily have to be registered or enrolled in a course before requesting a proficiency exam for a course that has a proficiency exam available. However, if students are enrolled in a course for which a proficiency exam is requested, the request must be made by the 10th day of class. Students who withdraw from a course after the 10th day of class in any semester and have not formally submitted a request may not earn credit for that course by proficiency exam for a period of one year. Academic advisors will certify that students have not been enrolled in the course within the past year and that the prerequisites for the course have been satisfied.

Some programs have restricted proficiency exams, and students must be admitted to that program before a request will be considered. Students may take a proficiency exam for a given course only once in a 12-month period at a non-refundable cost of \$10 per exam. Guidelines on how to apply for a proficiency exam can be obtained from the office of the appropriate division dean, Counseling and Career Services or the Records Office. Students who successfully pass a proficiency exam for a class will be given a grade of CR (credit granted or passed proficiency) and hours earned will be granted but will not affect their grade point average (GPA).

Cooperative Education Program

Cooperative Education allows students to earn college credit for full-time or part-time work in the student's program of study. Additionally, it helps employers in business, industry and the government to hire well-prepared graduating students who already have on-the-job experience.

The student's work environment is supervised and students gain hands-on experience. The Cooperative Education program at Forsyth Tech prepares the student for successful employment. The following programs include cooperative education:

- Accounting
- Automotive Systems Technology
- Biotechnology
- Business Administration
- Criminal Justice Technology
- Early Childhood Education
- Emergency Medical Science
- Financial Services
- Graphic Arts and Imaging Technology
- Horticulture Technology
- Human Services Technology
- Mechanical Engineering Technology
- Medical Transcription
- Nanotechnology
- Paralegal Technology
- Therapeutic Massage

For more information on participating in cooperative education, contact your faculty advisor or the Cooperative Education office at (336) 757-3269.

Developmental Education Program

This program offers a series of courses for preparation, skill development and academic guidance to students who, for a variety of reasons, need additional courses because they do not meet the specific academic competencies for the program of their choice. Students' academic study programs are individually designed to meet students' specific needs. The program provides students with an opportunity to build academic skills and acquire the background that should facilitate success in their desired program.

These developmental courses are prerequisites to required program courses. Students must receive a grade of C or better in each assigned developmental class in order to progress to the next level. Developmental education courses do not meet graduation requirements. See the Developmental Education Program section of this catalog.

Distance Learning

Distance learning courses offer students an alternative to traditional classroom instruction. The courses deliver instructional content to learners across distance and time through the use of technology. Various program courses are delivered by the following means:

- Telecourses — Students access information in telecourses through television, CD's, DVD's and print materials. Telecourse media (CD's and DVD's) will be made available one of two ways:
 1. "Course by disk" service - This service allows students to obtain a complete set of disks for their telecourse from the Forsyth Tech Bookstore (lower level), Technology and Student Services Building, Main Campus. Students will need to have access to a CD or DVD player.
 2. Cablecast on local cable television - Students will be given a current cablecast schedule to view their telecourse media on local cable TV.
- Teleweb - Increasing numbers of telecourses also include a course Web site for access to instructional materials and Internet resources. Media for teleweb courses will also be available through the "course by disk" service or local cable TV.
- Online courses - Each Forsyth Tech online course has its own Web site, and students access their materials using a computer with reliable Internet access. A home computer for student use is highly recommended.
- While access to broadband internet connection is not required, it is recommended.
- Interactive TV - Students attend classes at a set time and place but are connected with several other classrooms through video conferencing technology.

Credit courses using these delivery technologies offer educational opportunities to Forsyth Tech students who are balancing jobs, family, and personal and professional situations. Distance learning courses offer convenience and flexibility while providing quality instruction

and interaction. Support services are available to distance learning students to assist them with academic and support needs. These include electronic access to the reference desk in the library, online access to the library's catalog, e-mail access to staff members in Student Development Services, as well as information about student services and the application, **Transcript Request Form**, disability services, and career development and educational planning information and resources on the Forsyth Tech Web site. E-mail sent to **askdl@forsythtech.edu** puts students in touch with information about distance learning at Forsyth Tech. Other resources are provided on campus by Student Development Services and the Learning Center.

Distance learning courses are demanding and require students to be highly-motivated, independent learners. Students must have college-level reading and writing abilities, as well as strong time management skills. Successful distance learning students must also be able to manage the technology used to deliver instructional materials. Attendance at a distance learning orientation is required of all distance learning students.

Independent Study

Independent study provides an alternative for a student to earn credit for certain required courses. It should be used only when it has been determined that it would create an unreasonable hardship for the student to wait for the course to be available. Guidelines to be used are:

- To be considered for independent study, students must file a **Request for Independent Study Form** with their academic advisor, who will review the request and forward it with suggestions to the division dean for final action. The form should be completed during registration, and the student must register for the course during the registration period.
- Acceptable reasons for allowing a student to take an independent study: (a) one-time course sequencing difficulties, (b) scheduling problems that were no fault of the student and/or (c) needing the course

- for graduation at the end of the semester.
- Students will not be approved for independent study if their cumulative grade point average (GPA) is less than 2.0 or if they have failed or withdrawn while failing from the course in question.
- Students may be limited in the number of independent study courses taken to complete degree requirements. Exceptions require special approval from the division dean.
- All independent studies must be taught by a full-time instructor.

Clinical Experience in Health Programs

Clinical hours in any of the health programs may be scheduled during any part of the 24-hour day, seven days a week.

- Students will be informed in writing no later than the second class meeting when a clinical course has special attendance requirements.
- In order to pass clinical courses, students must pass all critical requirements for the course.
- Required uniforms must fit neatly in order for students to meet the dress code of both Forsyth Tech and the clinical facilities.
- Certain areas (operating room, obstetrics, isolation rooms, etc.) in the hospitals require special hospital garments. To control infection, hospital policy requires that only those garments supplied by the hospital be used. Students who are unable to wear and be covered by these garments will not be allowed to go into those clinical areas, which may jeopardize their ability to complete the program.
- Failure to meet any dress requirements may jeopardize students' ability to continue in a program.

Grading System

The grading system found listed below is used for all credit classes at Forsyth Tech. Exceptions must be approved by the appropriate deans and students must be informed in writing in the course syllabus.

Grades

Number Grade	Letter Equivalent	Description	Quality Points per Grade Hr.
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Satisfactory	S	Passing	0
Unsatisfactory	U	Failing	0
Withdrawal	W		
Withdrawal Passing	WP		
Withdrawal Failing	WF		
Incomplete	I		
Audit	Y or AU		
Course Transferred	TR		
Credit Granted or Passed Proficiency	CR		

Grades A, B, C, D, E, and WF* compute in grade point average (GPA).

*"WF" is computed as an "F" in the grade point average.

Grades W, WP, I, S, Y, AU, U, TR, and CR do not compute in GPAs.

W - A withdrawal is the grade given to students who officially withdraw from a course up to the **50 percent** point of the course.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 50 percent point of the course.

A grade of WF may be given at any time to a student if failure is a result of a violation of the code of conduct.

The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule and have completed at least 50 percent of the course requirements. Illness, absence on company business or circumstances beyond students' control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance

before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete and a date within the following semester by which the work must be completed. This will be detailed on the incomplete form, which must be attached to the attendance form. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher-level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher-level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded.

Y or AU - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The ***Audit Request Form*** is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), withdrawal passing (WP), Audit (Y or AU) or incomplete (I) will be considered as repeat grades but will not be considered as the last grade earned in calculating GPA.

Academic Recognition

Graduation Honors and Awards

Graduates in programs leading to a degree or diploma qualify for academic recognition at graduation. Students earning a cumulative GPA of 3.50 to 4.00 in their program will be granted a degree or diploma with high honors. Students earning a cumulative GPA of 3.00 to 3.499 in their program will be granted a degree or diploma with honors.

Honor Societies

Phi Theta Kappa (PTK)

Phi Theta Kappa is the international honor society of two-year colleges. The purpose of the society is to recognize academic excellence among two-year college students, provide opportunities for leadership training, provide an intellectual climate for the interchange of ideas and ideals and instill in students the desire for continued education. In order to qualify for membership, students must have a cumulative grade point average (GPA) of 3.5 or better and have earned at least 18 and no more than 48 hours of credit and enrolled in an associate degree program. Current members must maintain a cumulative GPA of at least 3.0 to remain in good standing.

National Vocational-Technical Honor Society (NV-THS)

The NV-THS has been America's foremost scholastic honor society for excellence in

vocational and technical education since 1984. Student candidates are persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility and good character. All candidates must be approved by the college administration and must meet local and national membership standards.

Semester Honors

Credit students who earn a grade point average (GPA) of 3.50 to 3.999 for the semester are named to the Dean's List for the semester. Credit students with a GPA of 4.0 are named to the President's List for the semester. To be eligible for these honors, students:

1. Must be approved and enrolled in a program. (This excludes students in special credit and certificate programs.)
2. Must earn their GPA on a minimum of 9 credit hours of credit courses.
3. Must have completed all course work for the semester. Students with grades of incomplete (I) will not be eligible.

Commencement

Commencement is held at the end of spring semester on the date published in the academic calendar. Degrees, diplomas and certificates are awarded at this time. Students must notify the director of Records/Registrar of their intention to participate in the exercises when they submit their ***Intent to Graduate Form*** at the time of their last semester registration.

Commencement Marshals

Marshals are selected from students in degree programs who have maintained the highest scholastic averages. The marshal who has the highest academic average is named chief marshal.

School Rings and Pins

Students in good standing who have completed at least one-half of the credit hours required for graduation in their program may order a school ring. Students are required to pay a deposit at the time the ring is ordered, with the balance due upon delivery. Pins for some health programs are also available. Orders for both pins and rings may

be placed in the Forsyth Tech Bookstore (lower level), Technology and Student Services Building, Main Campus.

Attendance

Forsyth Tech regards class lectures, demonstrations and other in-class experiences as vital ingredients of the educational process. For this reason, students are expected to attend and arrive on time to all class, laboratory, shop, practicum, cooperative education work sites and clinical experience sessions. Students are responsible for accounting to their instructors for any absence and should report to their instructors following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

Students must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five hours of class,
2. three practicum (shop, laboratory or clinical experience) sessions that meet for two or more hours or
3. three hours of class and one practicum (shop, laboratory or clinical experience) session that meets for two or more hours.

When students are absent from a class and a practicum (shop, laboratory, clinical experience) session that meets consecutively, each session missed will be counted as an absence.

Special attendance rules, different from those listed above, must be noted in the instructor's attendance policy included on the course syllabus. Students with questions or concerns should consult with their instructor.

School Closing Due To Inclement Weather (Closing the College)

NOTE: Board approved policy

The decision to cancel all or any portion of college classes during inclement weather is the responsibility of the president or designated representative. A communication system has been

established to inform staff personnel and all local news media when the decision is made to cancel certain classes or to close the college.

The guidelines listed below will be followed when classes are canceled due to inclement weather. All faculty and students may call the school or listen to radio announcements. When there is no announcement, there will be school.

When the decision is made to cancel day classes, it will be announced through the news media prior to 6:15 a.m. The decision to cancel day classes will be on a day-by-day basis and will apply to all day classes offered by the college regardless of location.

When classes are canceled, only personnel required to deal with inclement weather will be required to be at the college. Any compensatory time will be determined by the appropriate administrator. All other full-time personnel will not be required to be at the college.

In accordance with current North Carolina Community College System guidelines, all part-time personnel will either 1) make-up the time/class missed for inclement weather and document the made-up time or 2) be docked for the period of time missed due to the college closing. The college reserves the right to schedule make-up classes based on the availability of make-up days. The appropriate administrator will make the final decision regarding time to be made-up.

A decision to cancel evening classes may be made at the same time as the cancellation of day classes or at any time prior to 5 p.m. of that day. This decision will apply to all evening classes regardless of location.

Early dismissal of day classes because of inclement weather is the responsibility of the president or designated representative. All classes and offices will be notified when this decision is made.

Early dismissal of evening and weekend classes because of inclement weather is the responsibility

of the president or designated representative. All locations and classes will be notified when this decision is made.

When inclement weather develops, faculty and students should NOT call the administrative staff or radio and television stations. This only delays communications and creates extra telephone problems. A message regarding closing for both faculty and students will be on the Forsyth Tech telephone message system by 6:30 a.m.

When a class is missed due to inclement weather, or other reasons approved by the appropriate dean, the instructor must assign an alternate instructional activity to include extra class sessions, extended class sessions or other options. This activity is to be documented on the ***Alternative Instructional Activities for Missed Classes form***. The form is due to the dean within five (5) working days after the class is missed.

PLEASE LISTEN for ANNOUNCEMENTS from LOCAL RADIO and TV STATIONS.

Academic Appeals (Concerning a grade)

652 Academic Appeal - Revised 10/20/04

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean.

Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

The letter of appeal must include:

1. Date, student's name, signature and telephone number.
2. Prefix and number of course grade being appealed.
3. Instructor's name issuing the grade.
4. Brief factual explanation of why the student feels the grade is incorrect.
5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

For an appeal to be considered, the appropriate department chair must receive the letter of appeal no later than the third class day of the new semester.

Academic Standing/ Probation/Dismissal

To be in good academic standing, students must have earned a cumulative grade point average (GPA) of 2.0 in courses required in their program of study by the end of their first semester at Forsyth Tech. A cumulative GPA of 2.0 within their program of study must be maintained thereafter to remain in good standing.

Students who do not maintain the required 2.0 cumulative GPA in courses required in their program of study will be placed on academic probation for the following semester. All students who do not earn the required GPA in the next semester will have their academic records reviewed by their respective division's academic review committee, which meets at the end of each semester. The committee may

- (a) reduce the number of credit hours the student will be allowed to carry,
- (b) require the student to repeat courses in which a low grade was earned or
- (c) dismiss the student from the program.

The student will be notified in writing of the committee's decision, and copies of the notice

will be sent to the Records Office, the division dean and the student's faculty advisor.

The following options are available to students who are dismissed from their current program of study:

- A student who is dismissed from a program of study is encouraged to see a counselor to discuss possible educational alternatives.
- A student who is dismissed from a program of study may be eligible to apply for and be admitted into another credit program of study offered by the college.
- A student who is dismissed from a program of study may re-apply for admission to that program.
- A student who has been dismissed from a program of study for academic reasons may not be eligible to continue to receive financial aid, depending upon the conditions of financial aid eligibility.

Appeals Process for Academic Standing/Probation/Dismissal

A student may appeal the decision of division academic review committees by:

1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.
2. The dean will convene the division academic appeals committee.
3. The division academic appeals committee will make the final decision on the matter.
4. The dean will send written notification to the student, the department chairperson and the student's academic advisor.

Transfer to Four-Year Colleges and Universities

The Associate in Arts (A.A.) or Associate in Science (A.S.) degrees are approved for transfer through the North Carolina Comprehensive Articulation Agreement.

The college transfer program is designed to provide a quality educational experience equivalent to the first two years of a four-year college program. Students who have earned

the degree of A.A. or A.S. can transfer to most public and private four-year institutions with full junior-year standing. A minimum grade point average (GPA) of 2.0 is required for acceptable transfer credit. For additional information, visit the University of North Carolina system Web site: **http://www.ga.unc.edu/student_info/caa**.

The college transfer program enables students to prepare for virtually any area of major interest and requires a minimum of four semesters. Courses are offered in mathematics; composition and literature; humanities; physical education; and the social, physical, and life sciences. Counselors and academic advisors are available to assist students in planning acceptable programs for transfer to desired colleges or universities. Technical-level credit earned in the Associate in Applied Science

(A.A.S.) degree programs at Forsyth Tech may be transferred to similar programs at other institutions. Acceptability of all technical transfer credit is determined by the institution to which students wish to transfer. Diploma credit is not transferrable to four-year institutions.

The college has two-plus-two A.A.S. agreements with local colleges and universities. Students should contact the program coordinator for college transfer for information regarding these opportunities for transfer of credit to four-year institutions.

Counseling and Career Services maintains a library of four-year college and university catalogs. However, it is the responsibility of the student to contact the Admissions Office at the receiving institution for transfer information.

Tuition, Fees and Parking

Tuition Fee Basis

Forsyth Tech receives funds from local, state and federal sources. North Carolina law (General Statute 115D) establishes the community college system's tuition and fees and the charges are subject to change without notice. Tuition charges are for credit hours enrolled, and the tuition rate per credit hour applies to all regularly enrolled students.

In-State Tuition:

\$39.50 per semester hour

Out-of-State Tuition:

\$219.50 per semester hour

Tuition and Fees for Credit Students

All tuition and fees are due and payable at the Cashier's Office. The following methods of payment are available:

1. In person at the Cashier's Office (2nd Floor), Allman Center, Main Campus
2. Limited payment options and times are available at the Grady Swisher Center, Mazie Woodruff Center and the Stokes County Center.
3. Drop box located outside of the Cashier's Office (2nd Floor), Allman Center, Main Campus
4. Our Web site: <http://www.forsythtech.edu> (payment by VISA and MasterCard credit/debit cards only)

Note: Methods 2, 3 and 4 may be subject to limited operation times during registration.

Students may pay by cash, certified checks, cashier's checks or VISA and MasterCard (credit/debit cards). Personal checks will be accepted only with a numbered ID that has a picture of the student (usually a valid driver's license). Third-party, out-of-state, business, starter, counter or credit card/debit checks will not be accepted.

No person may attend classes unless the registration procedure has been completed, all tuition and fees paid and all debts to the college settled. Students enrolled for 12 credit hours are considered full-time. Students will be charged per credit hour up to 16 credit hours.

Example:

Hours taken	In-State	Out-of-State
10	\$395	\$2,195
12	\$474	\$2,634
14	\$553	\$3,073
16+	\$632	\$3,512

Normal tuition rates apply to courses taken in the Learning Center. Supply fees are set to meet instructional needs in certain types of courses. Some programs (credit) require a pre-admission physical examination that involves additional cost to the student. Dual enrollment students are tuition free, but they must pay fees.

North Carolina Residency Status

Under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment to be considered for classification as a North Carolina resident.

All applicants who are petitioning for in-state residency must complete a **Residency-and-Tuition Status Application Form** for further consideration and appeal. This form is available in the Admissions or Records Office (1st Floor), Allman Center, Main Campus.

Tuition and Fees for Senior Citizens

North Carolina residents 65 and older are exempt from paying tuition, **except** for self-supporting

Corporate & Continuing Education courses. However, senior citizens are responsible for paying any additional fees and expenses for credit courses.

Student Fees

Student Activity Fee

All program students are charged \$9 per semester/term for a student activity fee. When students pay this fee, they automatically become members of Forsyth Tech's Student Government Association. Though called an "activity fee," these funds are used to support student clubs and social activities, student publications, athletic teams and student government expenses. For a more detailed list of the expenses covered by these fees, see the Student Life section of this catalog. This fee is not refundable.

Lab Fees

Some selected courses charge a lab fee for supplies, software and materials. These fees range from \$15 to \$99.

Technology Fee

All program students are required to pay a technology fee each semester/term. The fee is \$10 for students enrolled in one to 11 credit hours and \$16 for students enrolled in 12 or more credit hours.

Books and Supplies

The cost for textbooks and supplies is the responsibility of the student, and these items may be purchased at the Forsyth Tech Bookstore (lower level), Technology and Student Services Building, Main Campus. The cost of books and supplies varies from program to program each semester. Students may wish to attend the first class before purchasing texts and materials. Books may be purchased online at <http://www.forsythtech.edu/students/bookstore.html>.

Uniforms

The cost for uniforms and other special apparel is the responsibility of the student, and the initial cost of these items varies for certain programs. Students should ask their department chairperson for details on these costs.

Other Fees

No laboratory breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the college.

Graduation Fee

Graduating students, including adult high school graduates, pay a \$10 fee for each degree, diploma and/or certificate. This fee is not refundable.

Transcript Fee

A \$2 fee is charged for each transcript requested.

Proficiency Exam Fee

A student may take a proficiency exam for a given course only once in a 12-month period.

A ***Request for Proficiency Exam Form*** [located in the dean's office(s)] must be completed and a \$10 non-refundable fee is charged for each proficiency exam.

Refund Guidelines

Program tuition and applicable fees can be considered for a refund. Tuition and fee refunds for program classes are subject to the following requirements:

- A 100 percent refund may be made if students officially withdraw prior to the first day of classes of the semester as noted in the academic calendar. If Forsyth Tech cancels a course, the portion of tuition paid for the canceled course will be refunded in full.
- A 75 percent refund may be made if students officially withdraw from the class(es) prior to, or on, the official 10 percent point of the semester.
- Student activity fees will be refunded only when classes are canceled and students are not registered in any other class.
- Students passing proficiency examinations for courses they have registered and paid for are not eligible for tuition refunds.
- Tuition refunds are not transferable to other individuals.
- **Late tuition refund requests will not be considered.**
- Tuition cannot be held from one semester to a future semester.

Accident Insurance

Accident insurance covering the hours students are in school, on field trips or participating in student activities is provided to all full-time and part-time students. Student insurance is furnished by Forsyth Tech as a service to students, but it is not meant to replace students' personal coverage.

Liability Insurance for Health Students

All health students must purchase annual liability insurance before engaging in lab or clinical practice. The cost for the insurance varies according to the credit program and insurance carrier. Annual liability insurance coverage runs from fall semester to the next fall semester. Liability insurance fees are not prorated. Therefore, health students who enter or re-enter during a semester other than fall will pay the annual fee currently in effect. This fee is not refundable.

Parking

Visitors are welcome on the campus of Forsyth Tech. Campus signs indicate designated visitor parking areas. Any visitor receiving a ticket while parked in a designated visitor parking area should return it to the person or office visited. Otherwise, parking fines should be paid at the Cashier's Office (2nd Floor), Allman Center, Main Campus.

Students planning to park on campus are required to purchase a \$10 parking permit/decal at the time of registration. **This fee is not refundable. Parking permits are valid from July 1 to August 31 the following year.** Specific rules governing parking are issued with each vehicle registration and may also be found in the current issue of the *Student Handbook*.

Student Financial Services

General Information

The purpose of financial aid is to provide monetary assistance to eligible students who may otherwise be unable to continue their education. The college will make every effort within available financial aid resources to assure that qualified students will not be denied the opportunity to attend college because of a lack of adequate funds to help meet educational expenses. Although students and students' parents are primarily responsible for financing a college education, financial assistance may be available to students in the form of federal and state grants, scholarships, work study programs and loans. Students who realize they will not be able to meet college expenses should take the early initiative in seeking financial assistance.

Students may apply for financial aid annually by completing the **Free Application for Federal Student Aid (FAFSA)**, which is available after January 1 of each year for the following academic year. Students may apply at <http://www.fafsa.ed.gov> or by obtaining an application from Student Financial Services, Allman Center, Main Campus. Forsyth Tech's school code is 005317, and must be listed on the FAFSA. About three weeks after submitting the FAFSA application either by mail or online, students and Student Financial Services will receive a Student Aid Report (SAR) from the federal processor. At that time, Student Financial Services will inform students of any required documentation to complete students' financial aid files.

It is recommended that applications for student aid at Forsyth Tech be submitted no later than March 15th preceding the academic year for which aid is requested. Applications submitted after March 15th will be processed; however, funding for many programs is limited. Late applicants may find most funds already obligated.

Financial aid will not be awarded to any student until all admissions requirements are met for students to receive approval in an eligible program. Therefore, students should apply for admission upon completion of the FAFSA.

Most one- and two-year programs of study are eligible for financial aid. Students enrolled in certain certificate programs, the developmental education program or as special credit are not eligible for financial assistance through Student Financial Services. Students are advised to contact Student Financial Services if they are unsure as to whether their program of study is an eligible program for financial assistance.

Eligibility for Aid

Most awards are based on financial need. This is determined by subtracting the expected family contribution (EFC) as reported on the Student Aid Report (SAR) from students' educational cost of attendance. Other requirements may be established by the agency or individual making the funds available.

Students have an obligation to maintain the satisfactory academic progress requirements as defined by the U.S. Department of Education and this institution for financial aid recipients. Each financial aid recipient is provided a copy of the policy upon notification of award. A copy of the requirements can also be obtained from Student Financial Services. Failure to maintain academic progress will result in the termination of financial assistance. Eligibility may be regained by re-establishing satisfactory academic progress.

Financial aid recipients must notify Student Financial Services of any change in enrollment status, program of study or address. Financial aid from all other sources must be reported as well to prevent overawards.

Satisfactory Academic Progress

Federal regulations require that students receiving financial assistance must maintain satisfactory academic progress. To maintain satisfactory academic progress, three rules must be followed:

1. A student receiving **federal** financial aid cannot exceed 150 percent of the normal length of time it takes to complete a program.
2. A student receiving **federal** financial aid must complete (with a grade of A, B, C, D or F) at least 67 percent of all credit hours attempted.
3. A student receiving **any** financial aid must maintain at least a 2.0 cumulative grade point average.

Students are advised to contact Student Financial Services if they have questions regarding satisfactory academic progress or for a complete copy of the policy.

Disbursement of Aid

Students approved to receive financial assistance will receive an award letter detailing the types and amounts of aid awarded for the entire academic year. All financial aid recipients are notified in writing of registration procedures and are provided a disbursement schedule of all funds for the academic year.

Some diploma and certificate programs that do not transfer to an associate degree are subject to the federal regulation of clock/credit hour conversion. As a result of the formula used, disbursed amounts for federal financial aid for these students will be adjusted to meet the guidelines. Therefore, disbursements may be reduced depending on the amount of credit hours students register for each semester.

Refund Policy - Financial Aid

Students receiving financial aid are responsible for being familiar with the information found in the **College Catalog** regarding tuition refund guidelines. Also, students receiving federal financial aid are subject to the Return of Title IV Funds Policy, as described below.

Return of Title IV Funds Policy

Students who receive federal financial aid are expected to complete each term. All students receiving federal financial aid who totally withdraw before the 60 percent point of the term will have to pay the "unearned" portion of federal financial aid funds received back to the federal government or lose financial aid eligibility. Students who initiate withdrawal procedures after completing 60 percent of the term are deemed to have earned 100 percent of the federal financial aid received for that term and no repayment will be required.

For a more complete information sheet on the Return of Title IV Funds Policy, including college procedures and sample refund calculations, students may contact Student Financial Services, Allman Center, Main Campus.

Note: All policies and regulations pertaining to federal and state aid are subject to change in order to meet regulations as amended by either the U.S. Department of Education, the state or other entities.

Grants

Students are encouraged to contact Student Financial Services, Allman Center, Main Campus, for additional information and application criteria for the grants listed below:

Federal Pell Grant

The Federal Pell Grant program is a federal entitlement program designed to provide financial assistance to eligible students who attend post-secondary educational institutions. Students may apply at www.fafsa.ed.gov or by obtaining an application from Student Financial Services, Allman Center, Main Campus. Forsyth Tech's school code is 005317 and must be listed on the FAFSA. Students should allow at least six weeks for processing.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a program funded by federal and institutional matching funds and is awarded to the neediest students who are eligible for the

Federal Pell Grant and have a \$0 expected family contribution (EFC) on the Student Aid Report (SAR).

Academic Competitiveness Grant (ACG)

The ACG program is a federal program designed to provide need-based aid to students who are enrolled full time in the first or second academic year of a degree program and have completed a rigorous high school program of study. Students must complete the FAFSA to apply for ACG.

North Carolina Community College Grant (NCCCG)

The NCCCG program is funded by the state to provide need-based aid to students who are North Carolina residents. Students must be in an eligible credit program and be enrolled in at least six credit hours per semester. Students must complete the FAFSA, have a valid expected family contribution (EFC) within a specific range and meet all other eligibility requirements.

North Carolina Student Incentive Grant (NCSIG)

The NCSIG is a program administered by the College Foundation, Inc. from state and federal funds provided through the North Carolina State Education Assistance Authority for students who demonstrate substantial financial need. It is open to North Carolina residents attending Forsyth Tech full time who complete the FAFSA by March 15th and meet all other eligibility requirements.

North Carolina Education Lottery Scholarship (NCELS)

The NCELS program is funded by the state and administered by the College Foundation, Inc. to provide need-based aid to students who are North Carolina residents enrolled in at least six credit hours per semester in an eligible curriculum program. Students must complete the FAFSA to apply for NCELS.

North Carolina Community College Child Care Grant Program

This state-funded program assists student-parents, with child care expenses for their children ages 0-12 in facilities that are licensed by the state of North Carolina. Credit program

students who are enrolled half time and have demonstrated financial need are eligible to apply for this program.

North Carolina Targeted Assistance Program

The North Carolina Targeted Assistance Program provides financial aid to students who enroll in low enrollment programs that prepare them for high demand occupations.

Work Programs

Students are encouraged to contact Student Financial Services for additional information and application criteria for the work programs listed below:

Federal Work Study Program (FWS)

The FWS program is a federally-supported program with institutional matching funds through which students, primarily from low income families, are given positions for part-time employment from 10 to 20 hours per week. Students must complete the FAFSA, maintain satisfactory academic progress and meet all other requirements to be eligible for the program.

FWS jobs are available in many academic and administrative departments on campus.

Community Service FWS jobs are available on West Campus and at other sites in the local service area and involve tutoring special needs and elementary school students in reading and math skills. These positions may also include assisting disabled students with their classes on Main Campus. The Community Service FWS positions are paid a slightly higher wage than FWS positions due to the responsibilities involved, as well as to support transportation expenses that may be incurred in traveling to West Campus and other sites to work.

Loans

Students are encouraged to contact Student Financial Services for additional information and application criteria for the loans listed below:

North Carolina Community College Loan (NCCCL)

The NCCCL program is funded by the state to

provide need-based financial assistance funds for short-term, no-interest loans. These funds are limited to continuing students who have a 2.0 cumulative grade point average (GPA), are enrolled in at least six credit hours, are in an eligible program and meet all other eligibility requirements.

North Carolina Nurse Education Scholarship/Loan Program (NESLP)

The NESLP was designed to address the shortage of trained nurses practicing in North Carolina. Funds are available for study in nurse education programs located in North Carolina that lead to a degree (Associate Degree Nursing) or a diploma (Practical Nursing). Funding is contingent upon appropriations by the General Assembly of North Carolina. All scholarships/loans made from this program are based on demonstrated financial need.

North Carolina Student Loan Program for Health, Science and Mathematics (HSM)

This program is administered through the North Carolina State Education Assistance Authority to provide funds to students enrolled in a wide range of eligible programs of study for the enhancement of the state's health care delivery system and educational institutions.

Nurse Scholars Program (NSP)

The NSP is a competitive scholarship/loan program administered through the North Carolina State Education Assistance Authority. Financial need is not a criterion. An 11-member Nurse Scholars Commission, created by the General Assembly of North Carolina, developed the selection criteria and the method of selection and annually selects recipients on a statewide basis. The deadline for submitting applications to the state is usually May 1 of each year.

Sloan S. Sherrill Nursing Loan Fund

The Sloan S. Sherrill Nursing Loan is an interest-free loan made through the college for second-year associate degree nursing students who demonstrate financial need.

Scholarships

Students are encouraged to contact Student Financial Services for additional information and application criteria for scholarships.

- The **American Association of University Women (AAUW) Scholarships** are awarded to two female students in the second year of any A.A.S. degree program with a minimum 3.0 GPA and demonstrating financial need.
- The **William H. Andrews/Housing Authority of Winston-Salem (HAWS) Scholarships** are awarded to students who are residents of public housing to encourage their completion of a college education.
- The **R. D. Boyer Scholarship** is awarded annually, based on financial need, to a student enrolled in the air conditioning, heating and refrigeration technology; electrical/electronics technology; plumbing; or welding technology diploma programs and pursuing a career in the construction occupations.
- The **Fred M. and Marjorie P. Crouch Memorial Scholarship** is awarded annually to a student who demonstrates financial need.
- The **Tomarraw E. Cuthrell Memorial Scholarship** is awarded to a full-time second-year college transfer student who has a minimum of 2.5 cumulative grade point average.
- The **Rufus Dalton Memorial Scholarships** are need-based funds awarded to students in associate degree nursing and practical nursing.
- The **Mary Kate Dixon/Winston-Salem Garden Club Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of horticulture technology.
- The **D. S. Duggins Scholarship** in Welding is awarded to a high school welding student with a recommendation of their high school welding teacher and confirmation from Forsyth Tech's Welding Department.

- The **Embarq Scholarship** is awarded annually. Priority is given to a minority and/or unemployed student.
- The **Forsyth Technical Community College Alumni Association Scholarship** is periodically awarded to a student with a minimum 2.5 GPA.
- The **Forsyth Technical Community College Adult High School Graduate Scholarships** are awarded annually to students who have graduated from the Forsyth Technical Community College adult high school program.
- The **Forsyth Technical Community College General Education Development (GED) Graduate Scholarships** are awarded annually to students who have the highest scores in the Forsyth Tech GED program.
- The **Forsyth Technical Community College International Student Scholarship** is awarded annually to an international student enrolled in a degree or diploma program with at least six credit hours.
- The **Forsyth Medical Center Auxiliary Volunteers Scholarships** are awarded to second year Health Technologies Division students who have at least a 2.0 GPA and are enrolled in at least six credit hours.
- The **GMAC (formally Integon) Scholarship** is awarded to a student in office systems technology who has at least a 2.3 GPA.
- The **Bob H. Greene Scholarship** provides emergency assistance for tuition/fees or books/supplies to students who demonstrate a financial need.
- The **Jerry W. Hendrix Memorial Scholarship** is awarded annually to a second-year student in either the automotive systems technology or automotive systems technology/race car performance programs with at least a 3.0 GPA.
- The **Allen and ParaLee James Memorial Scholarship** is awarded annually to a student enrolled in the certified nursing assistant II class with priority given to employees of the Homestead.
- The **Sandra Lea Johnson Memorial Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of office systems technology.
- The **Marshall P. Johnston Scholarship** is a perpetual scholarship available to an automotive systems technology student.
- The **Randall R. Jones Scholarship** is an academic scholarship awarded to the daytime machinist technology student with the highest GPA.
- The **Charlie King Student Developmental Services Memorial Fund** is awarded annually to a student who demonstrates financial need and has a minimum 2.0 cumulative GPA.
- The **Modern Machine Scholarship** is awarded annually to a deserving student in welding technology and is based on academic ability and need.
- The **Clara K. Martin/Winston-Salem Soroptimist Club Scholarship** is an academic scholarship awarded to the female with the highest GPA entering the second year of accounting.
- The **Pilot Club McPhail Fund Scholarship** is awarded annually, based on financial need, to a female student in associate degree nursing.
- The **Medical Alliance of the Piedmont Scholarships** are awarded to students entering associate degree nursing and may be renewed for the second year of the program.
- The **Medical Alliance of the Piedmont - Allied Health Awards** are scholarship funds awarded to students in allied health programs.
- The **Jane Gaither Murray Scholarship** is awarded annually to a deserving student entering associate degree nursing.
- The **PICA/Weese Scholarship** is awarded annually to an outstanding student in graphic arts and imaging technology.

- The **1990 Student Government Association/Tom Mayerchak Scholarships** are awarded annually to deserving students entering the second year of a technical or college transfer program with a minimum 3.0 cumulative grade point average. Priority is given to full-time students.
- The **National Tooling and Machining Association Scholarship** is an academic scholarship awarded to the full-time evening machinist technology student with the highest GPA.
- The **Lynne Breedlove O'Roarke Memorial Scholarship** is an academic scholarship awarded annually to an outstanding student entering the second year of radiography
- The **Dack Reeves Memorial Scholarship** is awarded to students in the welding diploma program.
- The **RJR Archer Scholarships** are academic scholarships for students in manufacturing engineering technology, electronics engineering technology, and mechanical engineering technology/drafting and design.
- The **R.J. Reynolds Foundation Vocational/Technical Scholarships** are awarded annually to students enrolled full time who are eligible children of employees of R.J. Reynolds Tobacco Holdings, Inc. and R.J. Reynolds Tobacco Company. This is a competitive award program.
- The **Salemtowne Scholarship for Certified Nursing Assistant** is awarded to a student who is in the Nursing Assistant program.
- The **Mr. and Mrs. Henry F. Snyder Sr. Scholarships** are need-based funds for students in all programs. Priority is given to males in allied health programs.
- The **State Employees Credit Union Scholarship (SECU)** is awarded annually to two full-time students enrolled in a curriculum program who are U.S. citizens and residents of North Carolina. Applicants must demonstrate financial need and exemplify the credit union philosophy

"people helping people". Applicants must have a 2.5 cumulative GPA on a 4.0 scale or 3,000 on the GED test.

- The **Louise G. Wilson Scholarship** is available to poverty-level Forsyth County residents who are accepted or enrolled in diploma or technical credit programs.
- The **Lettie Pate Whitehead Foundation, Inc. Scholarships** are awarded annually to female nursing and allied health students who have demonstrated a financial need.
- The **Wachovia Technical Scholarship** is awarded annually, based on need and scholastic promise, to a student who is enrolled full-time in the second year of a technical program.

FORSYTH TECH FOUNDATION SCHOLARSHIPS (Endowed)

- The **Terry Alexander Memorial Scholarship** from the Clemmons Rotary Club is awarded to a full-time resident of Forsyth County who has at least a 2.5 GPA and is based on a combination of academic ability and financial need. Preference is given to seniors at West Forsyth High School.
- The **Don Angell Nursing Scholarship** is awarded annually to associate degree nursing or practical nursing students. Priority is given to employees of Angell Care, Inc. and their dependents.
- The **John P. Arrowood Sr. Memorial Scholarship** is awarded to a high school or GED graduate who is enrolled in either the air conditioning, heating and refrigeration; electrical/electronics technology; plumbing; real estate; or welding diploma programs, the architectural technology A.A.S. degree program or the real estate appraisal certificate.
- The **Branner Dixson Baldwin Scholarship** is awarded to a student enrolled in practical nursing. It is based on need, academics and references.
- The **Mary B. Lauerman Memorial Scholarship** is an academic scholarship awarded annually to the full-time student

with the highest cumulative GPA entering the second year of associate degree nursing.

- The **Lucent Technologies Pioneers Scholarships** are awarded to full-time students who are North Carolina residents having at least a 2.0 cumulative GPA and who are enrolled in an eligible credit program.
- The **Catherine Leigh Kiser Marshall Scholarship** is awarded annually to an older student or students who demonstrate financial need and have a 2.8 GPA in the associate degree nursing program. Preference is given to single parents.
- The **Medlin Scholarship** is awarded annually to a student who demonstrates financial need.
- The **Steven R. Moser Memorial Scholarship** is awarded to a student in paralegal technology who demonstrates financial need and maintains a 3.0 GPA.
- The **Hilda R. and William H. Moser Scholarship** is awarded to a student in paralegal technology who demonstrates financial need and maintains a 3.0 GPA.
- The **Tom Staley Memorial Scholarship** is awarded annually to a student in the second year of business administration who has at least a 3.0 GPA.
- The **Wachovia General Scholarship** is awarded annually to a student who demonstrates a financial need.
- The **Spencer C. and Nell K. Waggoner Scholarship** is awarded annually to a student who demonstrates financial need.

OTHER FOUNDATION SCHOLARSHIPS (Non-Endowed)

- The **BB&T General Scholarship** is awarded annually to a student who demonstrates a financial need.
- The **Marshall B Bass Scholarship** was established for a student who has completed at least one academic year and maintained a 2.5 GPA. Minority students will be given preference for this scholarship. All applicants must be citizens of the United States and Forsyth County, North Carolina. This scholarship is awarded through

the Winston-Salem Foundation and the recipient is considered a Marshall B Bass Scholar.

- The **Gerald L. Eggert Memorial Scholarship** is awarded to a student enrolled in the fifth semester of the radiation therapy program with at least a 3.0 cumulative GPA.
- The **N. W. Mitchell Piedmont Federal Endowed Scholarship Fund** was established on the occasion of the 100th anniversary of the Piedmont Federal Savings & Loan Association and in honor and memory of Nicholas W. Mitchell. The scholarship is for a Forsyth, Stokes, Davie, Davidson, Surry, Watauga, Wilkes or Yadkin County resident who is a first semester student enrolled in a minimum of 12 course hours per semester and is accepted into an associate degree program or a college transfer program. This scholarship is awarded through the **Winston-Salem Foundation**.
- The **L. Gordon and June Pfefferkorn Scholarship** was established to provide up to two consecutive years of financial assistance to a Forsyth County student who demonstrates promise in academics, has a 2.5 GPA or better in high school and demonstrates a financial need. This scholarship is awarded through the **Winston-Salem Foundation**.
- The **Ivey Lamb Scholarship in International Business** is awarded bi-annually, based on need, to students in business administration/international business who are enrolled in at least nine credit hours.
- The **Reynolds-Calvert Scholarship** is awarded to a single mother who has financial need, has maintained a "B" average during the first semester of study, is a resident in Section 8 housing and is beginning the second semester.

Note: In addition to the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships to needy students. Most of the money available is not restricted. However, some of the scholarships are limited to individuals enrolled

in certain credit programs. Contact Student Financial Services for specific information regarding all available federal, state, institutional and local (outside-sponsored) financial aid funds.

All financial aid awarded is based on available funds and is contingent upon the receipt of those funds by the college.

Other Sources of Aid

Other sources of aid not administered by Forsyth Tech are available for eligible students. Interested students should apply with the appropriate agency. Student Financial Services can assist students in making the initial contact with the sources listed below:

- Americorps National Service Awards
- Crosby Scholars Program
- Datatel Scholars Foundation Scholarship
- Experiment in Self-Reliance (ESR)
- Golden L.E.A.F. Scholarship
- Golden L.E.A.F. Transfer Scholarship
- Lewis-Gale Foundation Scholarships
- North Carolina Early Childhood Credential (T.E.A.C.H.) Scholarship Program
- N. W Mitchell - Piedmont Federal Scholarship
- Local Hospital Scholarship/Loan Programs
- North Carolina National Guard Tuition Assistance Plan (TAP)
- North Carolina Teaching Assistant Scholarship/Loan Program (TASL)
- North Carolina Division of Veterans Affairs (State VA Scholarship)
- North Carolina Vocational Rehabilitation
- Professional Women of Winston-Salem Scholarship
- Triad Austin-Healy Scholarship
- Winston-Salem Foundation
- Winston-Salem Medical Group Managers
- Workforce Investment Act (WIA)

This is not an exhaustive list. Please contact Student Financial Services for help in seeking a wide variety of financial aid resources to assist in paying for college.

Veterans' Benefits

Most programs of study offered at Forsyth Tech are approved for the training of persons eligible for benefits administered by the U.S. Department of Veterans Affairs (VA). Students eligible for VA benefits should contact Student Financial Services, Allman Center, Main Campus, to find out if a program is approved and to apply for their VA educational benefits.

The Admissions Office will help applicants select a program of study and explain the procedures for enrolling at Forsyth Tech. The admissions process will require an application, testing and the receipt and evaluation of the official high school transcript(s) and the transcript(s) from all prior training/college coursework.

Students who are qualified to receive VA benefits will fall under one of the following four classifications:

- Chapter 30 veterans who paid \$1,200 into their education fund while in active duty service;
- Chapter 31 veterans who have a service-connected disability(ies) rated by the VA at 10 percent or more;
- Chapter 35 spouses or dependents of veterans who are totally disabled for work purposes due to a service-related disability;
- Chapter 1606 veterans currently active in the selected reserves or National Guard or
- Chapter 1607 (Reserve Educational Assistance Program) veterans who, as members of a reserve component, were activated for at least 90 days after September 11, 2001.

After registration, an enrollment certification will be transmitted by Student Financial Services to the Veterans Affairs Regional Office for processing. Tuition and fees must be paid by the student upon registering for classes. *The college does not postpone payment of tuition and fees until the student receives payment of their VA benefits. Monthly VA benefits will be paid directly to the student.

*(Exception: Students who receive VA benefits under Chapter 31 are allowed to charge their tuition and fees upon registering for classes.)

Students receiving VA benefits are responsible for being familiar with the information found in the **Student Handbook, College Catalog** and all veterans' brochures and information obtained from Student Financial Services.

Hours of Pay

VA educational benefit payments are issued monthly and are based on training for a prescribed number of credit hours per semester, as follows:

Full-time	12 or more credit hours
3/4 time.....	9-11 credit hours
1/2 time.....	6-8 credit hours
Less than	
1/2 time.....	1-5 credit hours

Standards of Progress

Federal regulations require that students receiving veterans' educational benefits must maintain standards of academic progress and conduct.

Satisfactory Academic Progress

The Academic Standing section of the **Student Handbook** and **College Catalog** describes the basic academic requirements for all students. A 2.0 cumulative grade point average (GPA) must be maintained and a probationary period of not more than one semester is permitted. Progress is reviewed at the end of each semester.

If a student receiving VA benefits is classified as making unsatisfactory progress, the Veterans Administration will be notified and benefits will be terminated. Termination will take place effective with the posting of grades at the end of the probationary semester. Recertification will not be made until satisfactory progress has been established by the student regaining a 2.0 GPA. Students should request recertification from Student Financial Services following the semester in which satisfactory progress has been regained.

Satisfactory Conduct

Conduct in accordance with the Student Conduct and Responsibilities section of the **Student Handbook** is expected of all students. Dismissal of a student receiving VA benefits for unsatisfactory conduct will be reported to the Veterans Administration and benefits will be terminated as of the date of the student's dismissal from class(es).

Satisfactory Attendance

All students are expected to maintain satisfactory attendance as defined in the Academic Information section of the **College Catalog**. Students receiving VA benefits who are dropped from courses for nonattendance or poor attendance, or those who withdraw, will be terminated or have their hours reduced effective the last day present in class. Unless mitigating circumstances are involved, the Veterans Administration may determine this termination or reduction to be an overpayment retroactive to the beginning of the semester.

Punitive/Nonpunitive Grades

Federal regulations prohibit payment of VA benefits for grades that do not count as progress toward graduation. Audits are not payable. A grade of withdrawal failing (WF) is punitive because it counts as an F in the grade point average (GPA) computation. A grade of withdrawal (W) or withdrawal passing (WP) is nonpunitive because it does not count in the GPA computation. If a student receiving VA benefits drops a class that reduces training time, the Veterans Administration will be notified. If a student receiving VA benefits drops a class and receives a punitive grade, payments will be adjusted effective the last date the class was attended. If a student receiving VA benefits drops a class and receives a nonpunitive grade, payments will be adjusted effective retroactive to the beginning of the semester. This adjustment may result in an overpayment, unless mitigating circumstances are documented.

Student Services and Support Services

Counseling and Career Services

Counseling and Career Services (1st Floor), Allman Center, Main Campus maintains a professional staff that is available both days and evenings to assist with academic, personal, career and employment issues. Assistance is provided to facilitate appropriate choices and necessary adjustments associated with being a student and making a successful transition into the work place.

Counselors serve as consultants to faculty and staff in helping to meet the educational needs of students. A student experiencing academic or personal difficulties may meet with a counselor. Students needing additional services may be referred to appropriate community agencies or resource persons.

The counseling staff adheres to the ethical standards of the American Counseling Association and the National Board for Certified Counselors. All discussions and consultations are confidential; however, exceptions may be made when students present a danger to themselves or others or under subpoena by court.

Career exploration and planning assistance is provided to help individuals identify career goals. Group intake sessions evaluate the needs of participants using a variety of inventories to help explore interest areas. Follow-up appointments provide personalized information. In addition, occupational information is available to assist in exploration of career options. Other sources of helpful information in such areas as career/employment, mental health and educational planning are available on the counseling services' Web site at <http://www.forsythtech.edu>.

Students and alumni who register with Career Services have access to job listings received from Triad employers.

In addition, Career Services sponsors job fairs, career days and on-campus interviews. The director provides employment assistance to individual students and alumni in writing resumes, cover letters and interview preparation.

Handouts and resource materials on job-search and job market information are available in the Career Services Office. Classroom and community presentations on resumes, cover letters, interviews and other job search topics are conducted by the office's director. For distance learners, presentation on writing effective resumes and cover letters can be found on the Career Services' Web site at <http://www.forsythtech.edu>.

Services for Students with Disabilities

Forsyth Technical Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Disability Services Office at the college ensures that the programs and facilities of the college are accessible to all students. The college focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids and services to students.

If you are a student with a disability and require the services of interpreters, readers, notetakers or need other reasonable accommodations, you have the responsibility to request these services from the Disability Services Office since federal law prohibits the college from making pre-admission inquiries about disabilities. This office is located in Room 113, (1st Floor), Allman Center, Main Campus. In order to assess each disabled student's needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Disability Services Office.

Documentation must be current. Information provided by a student is voluntary and appropriate confidentiality is maintained.

Students who need assistance for academic services should call the ADA/Disabilities Services coordinator at (336) 734-7155. Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge. An appointment is required to discuss individual accommodations.

Also, the college has a telecommunications device for the deaf (TDD/TTY). The number is (336) 723-3411.

James A. Rousseau II Minority Male Mentoring Program

The James A. Rousseau II Minority Male Mentoring Program is open to all minority male students at Forsyth Tech. Students meet monthly with members of the local business community, faculty and staff at Forsyth Tech. The goals of the program are to:

- Provide an open forum for minority males to discuss issues and concerns with professionals and mentors.
- Promote goal-setting and positive choices in decision-making.
- Improve the retention and graduation rates of minority males at Forsyth Tech.
- Enhance communication skills, self-discipline, motivation and self-concept.
- Develop job-seeking skills and promote work force preparedness.
- Provide practical knowledge of budgeting, investments, savings and financial planning.

For more information about this program, contact the Recruiting/Minority Services Office (1st Floor), Allman Center, Main Campus at (336) 734-7260.

Shugart Women's Center at Forsyth Tech

Mission

The overall mission of the Shugart Women's Center (SWC) is to promote the educational,

personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes.

About the Center

Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as faculty and staff. The center addresses many issues including educational awareness, economic wisdom, personal development, conflict resolution, healthy living and student family support services. The comfortable lounge, library resource area and administrative and support staff provide a welcome and supportive environment for Forsyth Tech's diverse student population. Programs that are offered through the center include:

- **Counseling and Referrals** - The director of the SWC is available to provide counseling and referrals based on individual needs. Information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit his or her need. The SWC also has a collection of brochures and information about community agencies and programs. Some organizations that collaborate with the SWC to provide counseling or other services are:
 - Battered Women's Services
 - Department of Public Health
 - Department of Social Services (DSS)
 - Experiment in Self-Reliance (ESR)
 - Family Services, Inc.
 - Forsyth Tech (various departmental services)
 - Hope Ridge Behavioral Health Center
 - Housing Authority of Winston-Salem
 - Job Link
 - North Carolina Council for Women
 - Winston-Salem/Forsyth County Council on the Status of Women
- **Library** - The SWC houses a substantial collection of more than 550 donated books, tapes and magazines. Materials in the library may be checked out by students

and staff. The comfortable lounge area is available for students to study, or just relax. The area may also be utilized for small group meetings. A computer with Internet access is also available for students needing to complete assignments or do research.

- **Workshops and Displays** - Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home and school. Open forums are also conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty and staff of Forsyth Tech.
- **Enhancement Center** - The Enhancement Center is stocked with casual and professional clothing for female students in need. Items are donated by individuals and organizations. Clothes distributions are done throughout the year.

For more information about this program, contact the Shugart Women's Center (2nd floor), Hauser Hall, Main Campus at (336) 734-7280.

Learning Resources

Library

The Library's collection includes more than 40,000 books and audio-visual software. Most materials may be checked out for two weeks. Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, the student will not be permitted to register and the student's record will be sealed. Members of the library staff are always available to help students locate and use the library resources. Internet access and NCLive are available to library users.

Located on the 1st floor of Ardmore Hall, Main Campus, the library is open Monday through Thursday from 7:30 a.m. until 9 p.m. and on Friday from 7:30 a.m. until 3 p.m.; Saturday hours are from 9 a.m. to noon, except during the summer term.

Learning Center

Located on the 1st floor of Ardmore Hall, Main Campus, the Learning Center offers a variety of services and programs designed to assist both faculty and students.

Tutoring Services - Tutoring services offer several methods for helping students who are having academic difficulties. Tutoring is done one-on-one or in small group sessions two to three times a week by tutors, primarily fellow students, who have received training. Assistance is offered in virtually every academic course offered on Main Campus. The Learning Center has math and science tutoring centers, all staffed by well-qualified lab assistants. Students can use these centers on a drop-in basis. Both tutoring and tutoring center help are free to students, but students must be referred by their instructor. In addition, the Learning Center staff conduct a variety of workshops on learning skills. The various tutoring services share the goal of increasing retention rates while helping Forsyth Tech students become independent, lifelong learners.

Computers for Writing Papers

- The Learning Center has PCs with Internet access for students to write class papers, reports, assignments, etc. This free service is available to any enrolled student doing class-related work.

An additional computer lab, located in Room 246, Hauser Hall, Main Campus is available providing support to the students of the Business Information Technologies Division. For more information on the Business Information Technology lab call (336) 734-7233.

Services for Instructors

- The Learning Center has several services for instructors. The center can administer make-up tests for instructors whose students miss a test; it houses and distributes the materials for the telecourses, and it can provide special accommodations to help instructors comply with the Americans with Disabilities Act (ADA).

The Winston-Salem Teachers Academy

Established in 2002, the Winston-Salem Teachers Academy exists to provide assistance and guidance to prospective teachers for the Forsyth and Stokes County schools. The purpose of the Academy is to provide a center for information, credential review and referral services to students contemplating teaching careers in grades K-12. The goal is to provide a single location for information and assistance that will result in a greater pool of unconditionally licensed teachers for the two counties served by the college. Services include general information regarding pathways into teacher education programs for students pursuing a bachelor's degree, guidance for non-teaching degree individuals and currently employed lateral-entry teachers who are seeking licensure.

At Forsyth Tech, the following degrees are suitable pathways into teacher education programs at four-year institutions:

- Pre-Major in Elementary, Middle Grades and Special Education
- Pre-Major in Biology and Biology Education
- Pre-Major in Chemistry and Chemistry Education
- Pre-Major in Math Education
- Early Childhood Education - Teacher Associate
- Early Childhood Education - Special Education

The academy is a collaborative effort of Forsyth Tech, Winston-Salem State University and the Winston-Salem/Forsyth County Schools and is located at Forsyth Tech's Woodruff Center on Lansing Drive. For more information, call (336) 734-7972.

Other Services

Bookstore

Forsyth Tech operates two college bookstores as a service to students, faculty and staff. The Main Campus Bookstore (1st floor), Technology Student Services Building, Main Campus offers a full line of traditional college store merchandise, including textbooks, school supplies and other course-related material, plus first-quality

backpacks, emblematic apparel, Forsyth Tech gift items and educationally priced computer software. The West Campus Bookstore, Room 10, carries an abbreviated selection of the above materials, focusing on course materials for adult high school, corporate and continuing education, adult basic skills, English as a second language and other West Campus programs.

The Bookstore stocks as many used texts as possible at the beginning of each semester and students have the opportunity to sell their used books at the end of each semester. With receipt, credit students may receive full refunds for course books during the first 10 class days only.

Corporate & Continuing Education textbooks may be returned, with receipt, for full refunds prior to the first day of class.

Hours of operation of the two college bookstores are posted at each location.

Books may also be purchased on the Forsyth Tech Bookstore Web site at <http://www.forsythtech.edu/students/bookstore.html>

Book Return Policy

- Last day of returns: 10th class day (posted in the store).
- No refund without receipt.
- No cash refunds on grants.
- Books must be unmarked and in good condition.

New books with names written inside will be refunded at used book price, even if the course is canceled.

Housing Information

Since Forsyth Tech has no residence halls, students must make their own housing arrangements. Limited housing and apartment information may be obtained from Counseling and Career Services (1st Floor), Allman Center, Main Campus.

Health Services

Limited health services are provided through the Campus Police. First aid supplies are located in shop areas; however, injuries requiring more than

minor first aid will be treated in the emergency room of either Forsyth Medical Center or Wake Forest University Baptist Medical Center.

Food Services

Tiger's Grill, located on the lower level of Hauser Hall, Main Campus offers breakfast and lunch daily, 7:30 a.m. - 1:30 p.m. during spring and fall. Summer term hours may vary. For information about meal plans, please contact the food services manager at (336) 734-7338.

Vending services are available in the Technology Student Services Building, Snyder Hall, Allman Center, Parkway Building, Carolina Building and Greene Hall (all located on Main Campus); the Swisher Center; West Campus and the Woodruff Center.

Lost and Found

The Campus Police handles lost and found articles on the Main Campus. On other campuses, the Information/Registration Centers handle lost and found articles. All lost articles of value should be reported to the Campus Police.

Student Center

A student center is located on the lower level of the Technology Building, Main Campus. Students are invited to use the center as a place to meet, talk, eat and relax.

Campus Information

Telephone Calls to Students

Forsyth Tech does not have the facilities to forward general telephone messages to students and will not do so except in the case of an

emergency. Emergency calls should be directed to Counseling and Career Services, Campus Police or appropriate dean's office. Those calling in an emergency will be asked to state the nature of the emergency and to give their name and a return telephone number. Forsyth Tech staff will then make every effort to relay this information to students.

The policy of Forsyth Tech is not to give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student (Family Educational Rights and Privacy Act). The Records Office only handles inquiries concerning students' records.

Use of Facilities

- The buildings and their contents exist solely for the education of Forsyth Tech's adult population and the use of these facilities for any other purpose is strictly prohibited.
- Smoking is prohibited in all classrooms, laboratories, shops and auditoriums.
- Animals are prohibited inside the buildings (except for seeing eye dogs for the visually impaired). Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law (City Code Ordinance chapter 6-16 Section 3-18).
- Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, Tiger's Grill, student lounge, or on campus grounds.

Student Life

Student Government Association (SGA)

The Student Government Association is composed of all current Forsyth Tech students and is served by the Student Government Council (SGC). The SGC consists of the student government officers, Alpha Mu Beta fraternity members and other SGC representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

Student Government Council

The Student Government Council (SGC) is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics and make positive personal changes without fear of criticism.

The SGC, with the Student Activities staff, manages the student activities budget and meets in business sessions. During the meetings, the members address student issues and plan and produce student activities such as Fall Festival, Spring Fling, Constitution Day, Summer Splash, Martin Luther King Jr. Celebration, blood drives, leadership workshops and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, teamwork, project management and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills or do advertising, student publications and other public information duties.

The SGC also represents the student body to the college administration. The SGC president serves on the Forsyth Technical Community

College board of trustees as a nonvoting member and reports to the SGC about board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration. Members of the SGC attend statewide conferences approximately twice a year. During the conferences, students meet student leaders from community colleges across the state. They have an opportunity to share ideas and concerns and learn leadership skills in workshops.

Alpha Mu Beta

Alpha Mu Beta (AMB) is the service fraternity of the Student Government Council (SGC). They are a high profile group of students who spark interest in student life through campus networking, personal growth and service to the community. Applicants are selected for their high scholastic achievements and communication skills. This group is proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed, yet disciplined, fellowship that encourages growth. AMB members have the opportunity to lead such events as the Angel Tree Project, Relay for Life and many other service projects for the benefit of the college and community.

Flight Line Program

The Flight Line Program is a process by which students can track their time spent in leadership efforts within the Student Government Council (SGC). This program allows students to have a tangible record of these efforts, which also indicates to the entire institution the work that is being done by members of the SGC. In addition, the program serves as an "extracurricular transcript" for students to utilize as they seek further education or employment. In this program, students will keep track of how many hours they spend in areas of campus service, community service and other projects during a

semester. At the end of each semester, students are given awards based on how many hours were recorded. The flight metaphor represents the potential we all have to soar above our limitations and exceed our expectations. Thus, Flight Line awards are named for pioneers of flight such as the Wright Brothers, Chuck Yeager and Ronald McNair.

Membership Requirements

If you are interested in one of the student government programs, you must:

1. Maintain your cumulative grade point average (GPA).
 - Ambassadors are required to maintain a 3.0 GPA.
 - Student Government Council members must maintain a 2.5 GPA.
2. Register for the correct number of credit hours.
 - Student Government Council members must be registered for at least three credit hours per semester.
 - Ambassadors must be registered for at least six credit hours per semester.
3. Complete a Student Government Council Application, which can be obtained in the Student Activities Office, (1st floor), Technology and Student Services Building, Main Campus.
 - "The Ambassadors" is another group of student leaders on campus. This group was established to perform specific duties such as lead campus tours, assist in registration and help in any other campus events as requested. Their services can be requested through Student Activities Center or by calling (336) 734-7326.

Interview Process

Students who apply for a position in the SGC must undergo an interview process. The program's advisor or a SGC representative will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the student government advisor.

All SGC candidates are required to complete an orientation program. Details of the orientation

program can be obtained from the student government advisor.

Student Activities and Recreational Opportunities

Forsyth Tech strives to offer its students more than just an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Tech recognizes that a college education includes social, professional and cultural involvement, as well as academics. Students are invited to come by Student Activities Office, Room 124 (1st floor), Technology and Student Services Building, Main Campus to find out more about what Forsyth Tech has to offer outside the classroom.

All credit students pay the student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee.

1. Graduation expenses are partially covered. It costs over \$25 per student to hold a graduation ceremony. Currently, students pay a graduation fee of \$10 for each diploma received.
2. Student activities and entertainment such as the Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, Constitution Day, Summer Splash and the Coffeehouse are free to students.
3. Student publications such as the ***Student Handbook*** and the student newsletter ***Technically Speaking*** are available to all students.

The student newsletter, *Technically Speaking*, is published by students who are enrolled in the journalism class. Students can become involved in writing, photography, editing, desktop publishing, ad solicitation and paper distribution. A student who is interested in becoming a newsletter staff member should register for Introduction to Journalism (JOU 110).

The purpose of the student newsletter is for students to prepare and organize a publication that benefits other students. The responsibility of the institution is to provide guidance to the students and funding for the printing of the newsletter. All student communications shall explicitly state that the opinions expressed are not necessarily those of the college or of its students.

4. Intramural teams participate in coed basketball and volleyball. Equipment and registration fees are paid out of the student activity fee budget. Golf tournaments, bowling leagues and ice skating are also offered every year to students at a greatly reduced price.
5. All Student Government Association expenses are paid out of student activity fee funds. Expenses include the student activities director's and secretary's salaries, supplies and materials for the Student Activities Office and all SGA printing expenses.
6. Attendance at SGC conferences is a major expense of the SGA. Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

If you have questions regarding student organizations, please contact the Student Activities Center, Room 124 (1st floor), Technology and Student Services Building, Main Campus or call (336) 734-7326 or <http://www.forsythtech.edu/studentactivities/>

Clubs and Advisors

Architectural Technology Club	
Herb Burns.....	734-7342
Marty Marion	734-7278
Campus Bible Fellowship	
Sherraine McLean	734-7242
Creative Writing Club	
Eliza Sieswerda.....	734-7156
Distance Learning Club	
Kristin Redfield.....	734-7458
Future Advocates for Children	
Gwen Walter	734-7967
Forsyth Tech Gospel Choir	
Sherraine McLean.....	734-7242
Hispanic Student Association	
Pauline Morris	631-1326
Human Services Club	
Shawn Ricks.....	734-7958
Journalism Club	
Elaine Hage	734-7459
Michelle Williams	734-7455
Motor Sports Club	
Tony Southern.....	734-7279
Paralegal Association	
Warren Hodges	734-7276
Phi Theta Kappa	
Maryanna Richardson	734-7174
Jane Cline	734-7402
Philosophical Association	
Jim Fortuna	734-7454
Sylvia Haith	734-7396
Amy Quesenberry	734-7375
Sigma Theta Kappa (CJC)	
Kristie Baity	734-7908
Student Nurses Association	
Myra Frazier	757-3246
JoAnne Prevette.....	734-7440
Student Practical Nursing Assoc.	
Polly Davis.....	734-7419
Student Sonographers Association	
Wendy Barnhardt	7157
Students with Disabilities Assoc.	
Gail Freeman	7155

Student Code of Conduct

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may be suspended or dismissed for behavior deemed incompatible with the mission, the regulation or the responsibility of Forsyth Tech or deemed to be in violation of any of the provisions of the code of conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on

institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing or accrediting organizations. The vice president of student development services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interest. Student organizations must select a

faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this code of conduct shall have the right of appeal to the student appeals committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech

grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause physical injury, verbal abuse, or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus police officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, Forgery and Related Offenses

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the

intentional misrepresentation of any information or citation in an academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such

student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in Tiger's Grill, student lounge or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skateboarding

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other college property.

Rule 15. Cell Phone and Electronic Devices

Forsyth Tech considers the use of cell phones to be disruptive to the classroom setting. Therefore, students are to turn off all cell phones and other electronic devices while attending class or participating in class-related activities (i.e., labs, clinicals, etc.). Students who do not comply will be considered in violation of the Student Code of Conduct, and appropriate disciplinary action will be taken.

Violation of the Code of Conduct

The following are the degrees of disciplinary action that may be taken as a result of violation of the student code of conduct:

- A. Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
- B. Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
- C. Disciplinary Probation** - A written reprimand to the student for violation of a

specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.

- D. Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
- E. Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
- F. Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of program development for consideration for re-admission.
- G. Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the student code of conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
3. The student may be subjected to sanctions

imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call Campus Police for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the vice president of Student Development Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the vice president of Student Development Services. The vice president of Instructional Services will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the student appeals committee within five days after receiving the dismissal notice.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The

Campus Police may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the vice president of Student Development Services, who will promptly investigate the complaint and make a decision regarding warning, suspension, dismissal or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the vice president of Student Development Services, the appeal must be made by writing the student appeals committee within five days after receiving the notice of the decision.

Student Appeals Committee

The student appeals committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the vice president of student development services for non-instructional areas. The student appeals committee will hear the appeal of any student regarding the following:

1. discipline
2. dismissal, except for academic standing
3. admissions
4. discriminatory practices, including violations of the Americans with Disabilities Act (ADA)
5. sexual harassment

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the vice president of Student Development Services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student or

there is sound reason to reject the appeal.

2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president, who will make a final decision and who will notify the parties involved.
4. Records of the proceedings of the student appeals committee are available upon written request to the vice president of Student Development Services.
5. The student must obtain special permission from the vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the dean of enrollment services. If the student is not satisfied with the results of the decision, he/she can appeal to the vice president of Student Development Services. The vice president of Student Development Services will, in turn, give the appeal to the student appeals committee to hear and make recommendation(s). The committee will submit those recommendations to the president who will make a final decision.

Appeal of Residency Decision

Residency Appeal: In matters concerning residency classification, the vice president of Student Development Services will review prior decisions and all materials submitted. A decision will be rendered, and all parties will be notified in writing of the decision.

To appeal the vice president's decision:

The next step in the appeal process is to the state residency committee. Procedures on state appeal are available in the office of the vice president of Student Development Services.

Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9.

A. Plagiarism:

Definition: The intentional presentation of the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge. Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

1. Copying from a written source, another student or a database (whether professional or nonprofessional; whether published or nonpublished) without proper citation in either a document or a speech.
2. Rewording (paraphrasing) or summarizing someone else's material without proper citation in a document or a speech.
3. Failing to cite word-for-word passages in a document or a speech.
4. Using purchased pre-written materials (including computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information belonging to another) as the student's own or having someone else do the student's work.

B. Cheating:

Definition: Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

1. Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.

2. Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).
3. Copying reports, lab work, computer programs or files and the like from other students.
4. Collaborating on laboratory or computer work without authorization and without any indication of the nature and extent of the collaboration.
5. Sending a substitute to take an examination.
6. Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

C. Fabrication and Falsification:

Definition: Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking regading also constitutes falsification.

D. Multiple Submissions:

Definition: The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

E. Abuse of Academic Materials:

Definition: Intentional destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

F. Complicity in Academic Dishonesty:

Definition: Intentionally helping or attempting to help another to commit an

act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

Policies

Policy on Compliance with the Americans with Disabilities Act

A policy on compliance with the American with Disabilities Act (ADA) is in effect at Forsyth Technical Community College and published in the *Employee Handbook*. The board of trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The director of Testing/Disability Services/ADA for Forsyth Tech should be contacted with questions or concerns regarding the ADA.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the

institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the vice president of Student Development Services. All information will be kept confidential except to those persons determined by the Human Resources director and vice president of Student Development Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina

General Statutes or 21 U.S.C. subsection 812 and other federal regulations.

Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include legal drugs that are not prescribed by a licensed physician.

3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling and Career Services at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. The counseling staff will biennially assess the institutional environment by reviewing data from public safety, Counseling and Career Services, instructors and other community resources to guide educational program development for students.

Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Campus Police, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension **7325** from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the college has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the **7325** emergency number. Upon receipt of a call, a

Campus Police officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department may be contacted for assistance. Other staff of the college, such as the vice president of Student Development Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Campus Police. Further review and action may occur up through the chain of command, including the president and board of trustees.

A sworn Campus Police officer is on duty at all times regular classes are in session.

Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

Forgery and Related Offenses

It shall be a violation of Forsyth Tech's code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration

for use of notes or books on examinations without prior permission of the instructor.

2. Plagiarism or the intentional presentation of work of another without proper acknowledgement of the source.
3. Fabrication and falsification or the internal misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment. All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential

complaint to the vice president of Student Development Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Corporate & Continuing Education

The Corporate & Continuing Education Services of Forsyth Tech promotes the personal and professional development of individuals and employee groups by offering non-credit courses and seminars. Courses and seminars vary from a few hours in length to several hundred hours, depending on their purpose and content. Courses for the general public are developed and routinely advertised. Others are developed and customized for the employee groups of client companies, and as a result, are not advertised to the general public. Corporate & Continuing Education instruction generally includes a combination of lecture, demonstration and application and may be delivered in either a classroom or distance learning environment.

Corporate & Continuing Education offers a broad range of educational services: basic skill and developmental assessments, GED testing, testing for professional licenses and certifications, training needs assessments and job task analyses. Some specialized programs include the small business center, focused industrial training, new and expanding industry, human resource development, workplace literacy and English as a second language.

The Corporate & Continuing Education Customer Service Center provides information about courses and programs and processes course registrations. The center is open Monday through Friday and is located on West Campus at 1300 Bolton Street, Winston-Salem. Call the Customer Service Center at (336) 761-1002 or access its services online at: <http://www.forsythtech.edu/corporate/index.html>.

Corporate & Continuing Education offers courses at the 4th Street Small Business Center, 5th Street Library Center, Main Campus, the Grady P. Swisher Center, Stokes County Center, West Campus and the Mazie S. Woodruff Center. Courses are also conducted at other facilities

throughout Forsyth and Stokes Counties.

Mission

The mission of the Corporate & Continuing Education Division is to work in partnership with the community to identify and meet adult education and training needs for lifelong learning, economic development and improved quality of life.

The general program objectives are:

- To provide expanded educational opportunities for adults who would not otherwise continue their education,
- To provide relatively inexpensive, convenient educational opportunities for adults regardless of educational background,
- To provide programs of vocational/technical education for employed and unemployed adults who need training or retraining,
- To provide short courses that meet general adult and community needs.
- To provide requested vocational and technical training programs for new and expanding industry in the Forsyth Tech service area and
- To provide small business development, educational programs and services for establishing prospective businesses.

Admissions Requirements

Corporate & Continuing Education courses and seminars are generally for adults 18 years of age and older. However, individuals 16 and 17 years of age may enroll in some courses if they first obtain approval from the public school system. Some courses require a student application, and prospective students should inquire about admission requirements for specific programs of interest. Inquiries can be made at the Corporate & Continuing Education Customer Service Center at (336) 761-1002.

Course Fees

Most Corporate & Continuing Education courses have associated fees; such as registration, technology and insurance; some do not. Fee and fee refund policies are publicized in the ***Schedule of Courses*** and on the college Web site. It is important to note that in accordance with state policy, the advertised registration fee may not pertain to a course that a student wishes to take more than twice in a five-year period. If this is the case, an adjusted registration fee will be determined, and it will be the responsibility of the student to pay the adjusted fee. In addition, students attending classes on any of the college's campuses are required to purchase a college parking decal.

Some students are exempt from paying registration fees. Volunteer firemen, fire department personnel, volunteer and paid rescue personnel and local law enforcement officers are not required to pay registration fees for certification and other occupation-related courses required for their public safety work. Individuals 65 years of age and older are also exempt from paying some registration fees.

Continuing Education Units (CEUs)

Corporate & Continuing Education occupational extension courses are approved for continuing education units (CEUs). An occupational extension course is one that provides instruction on specific occupational skills to learn new ones. CEU credit is based upon the number of hours a course is scheduled to meet. One CEU is awarded for every 10 hours, and any portion thereof, a person attends class. (For example, a course that meets for 22 hours awards 2.2 CEUs.)

Educational Programs

Adult Basic Skills

This program provides education in basic reading, writing and math skills through the Department of Adult Literacy.

The primary objectives of the program are:

- To enable individuals to achieve greater independence in their personal lives,
- To enhance their ability to benefit from

occupational training,

- To increase their opportunities for better and more rewarding jobs,
- To make them better able to meet their family and community responsibilities and
- To help business and industry use the full capabilities of their work force.

Adult basic education classes are held at various locations throughout Forsyth and Stokes counties during day and evening hours. No registration fees are charged, and some books and materials may be supplied free of charge.

Adult High School Diploma

Forsyth Tech, in cooperation with the Winston-Salem/Forsyth County School System and the Stokes County School System, offers courses to adult students who have dropped out of high school and wish to obtain an adult high school diploma.

Adults take courses needed to satisfy North Carolina high school graduation requirements. A passing score on the high school competency test is required for graduation. The program is designed for adults 16 years old or older. Students must be officially withdrawn from their previous school for four (4) months.

There is no registration fee; however, students must purchase their own books and supplies.

Apprenticeship Programs

Corporate & Continuing Education offers apprenticeship programs in cooperation with local employers.

- Electrical
- HVAC
- Inside Wireman
- Plumbing I

Apprentices are required to complete a minimum of 144 hours of instruction each year, and classes are offered during the fall and spring semesters. In addition, indentured apprentices must complete 2,000 hours of on-the-job training each year. At the conclusion of the program, apprentices receive a journeyman's card through the North Carolina Department of Labor.

CareersNOW! Vocational Programs

The CareersNOW! program is uniquely set up to assist those who are unemployed, seeking advancement in their current field or starting second careers.

For more information and times, call 336-761-1002.

CareersNOW! is a program conducted by Forsyth Tech. Its purpose is to provide educational career planning and cost-effective occupational training to prepare individuals for entry-level positions or to take advantage of career advancement opportunities.

Programs are conducted Monday through Thursday, day and evening. For information, call the Goodwill Industries' Career Planning Department at (336) 724-3625 ext. 1304 or Forsyth Tech at (336) 734-7715.

Community Service

Community service courses and activities are designed to contribute to a community's overall cultural, civic and intellectual growth. Some of the more popular courses include foreign languages, creative writing, dance, yoga, art, cooking, crafts, photography and retirement planning; almost any course can be offered in response to community interest. When special state funding has been appropriated, some community service courses are offered registration fee exempt for students 65 years of age and older. These "free to seniors" courses are not always available, but when available, they are so noted in the *Schedule of Courses*.

Compensatory Education

The compensatory education program provides educational opportunities that enable persons with mental disabilities to function in society at a level that will allow them to reach their full potential and maintain mastered skills. No fees are charged to the student and books and materials are supplied free of charge. Program information can be obtained by calling (336) 761-1002.

Computer Applications

A wide variety of computer courses are offered online and in the classroom. Computer courses can also be customized to meet specific content and scheduling requirements of company employee groups.

Continuing Education

Distance Learning

Ed2go: Affordable, convenient learning from your home or office. Continuing Education Ed2go courses are 6 weeks in length (24 hours) offering 2.4 Continuing Education Units (CEU's) with successful completion. For a full course listing: including price and date of courses, please go to <http://www.ed2go.com/forsyth>. A wide range of courses are available.

Blackboard: Blackboard Medical Courses are eight weeks (20 hours) for transcription and 11 weeks (36 or 39 hours) for terminology, billing, coding (basic), coding ICD-9-CM-advanced, coding CPT advanced and AAPC certification exam review. Please see <http://www.forsythtech.edu>. Corporate & Continuing Ed, Bb icon for dates and other important course information. Please call (336) 761-1002, Forsyth Tech West Campus Customer Service for further information and to register.

Customized Spanish

In a customized Spanish course, participants learn work-related phrases, questions and commands needed for them to communicate with native Spanish-speaking customers. They do not learn comprehensive Spanish but learn the vocabulary unique to specific work situations.

Emergency Services

Emergency Medical Services: Forsyth Tech offers certification courses in all levels of emergency medical services (EMS), ranging from the emergency medical technician (EMT) to the

paramedic. For individuals with an EMS certification, the college offers continuing education and refresher courses and has the capability of conducting specialty courses for rescue squads.

Fire Services: In addition to offering fire and safety-related courses for business and industry, Forsyth Tech also conducts basic through advanced firefighter and rescue training for fire departments in Forsyth and Stokes counties. A wide range of continuing education fire services and specialty courses are also available.

Law Enforcement Training: To prepare individuals for careers in law enforcement, Forsyth Tech offers certification courses ranging from detention officer training to basic law enforcement training. The college also conducts law enforcement specialty and continuing education courses for private security agencies and city, county, state and federal law enforcement agencies.

Employee Health and Safety

Forsyth Tech offers several courses in employee health and safety. The courses are approved by the appropriate agency; several are developed to specifically meet Occupational Safety and Health Administration (OSHA) and/or occupational credentialing requirements.

Employee Training Programs

Each employee training program is client-driven; that is, course content, schedule, methodology and location are based on client needs and preferences. Training programs can be developed to upgrade the skills of existing employees or to recruit and train participants for potential employment with specific companies. Forsyth Tech's employee training programs are developed to make a long-lasting contribution to company growth and productivity. Contact (336) 734-7771 to request a customized employee training program.

English as a Second Language (ESL)

The ESL program provides instruction for foreign-born adults who have limited English proficiency. Students may attend seven levels of classes to acquire skills in listening, speaking, reading, writing and comprehension of the English language and acculturation to the society of the United States. No registration fee is required.

Focused Industrial Training

The Focused Industrial Training program provides technical training for employees of manufacturing companies to enable them to stay abreast of changing technology. Courses are frequently customized for small groups of employees and training is most frequently offered at the industrial site.

Forsyth Tech Hispanic Center

The Forsyth Tech Hispanic Center, located at the Forsyth County Public Library, 660 West 5th Street in Winston-Salem, serves the native Spanish speaking residents of Forsyth and Stokes counties to help integrate them into the mainstream of society. It represents a partnership of organizations dedicated to enhance adult literacy skills in the community by offering English as a Second Language (ESL) and Adult Basic Education classes.

General Education Development (GED)

The tests of general education development (GED), developed by the American Council of Education for persons who have not graduated from high school, are designed to measure, as nearly as possible, the skills and concepts generally associated with four years of regular high school instruction. A small fee is charged for taking the GED test. The test is offered in English and Español.

Upon successful completion of the GED tests, a high school diploma equivalency is issued by the North Carolina Community College System. Forsyth Tech is one of the 83 official GED testing centers in the state and is the only one in Forsyth County. Forsyth Tech offers GED preparation classes at selected sites in Forsyth and Stokes counties.

Health Occupations

Forsyth Tech offers courses to prepare individuals for entry-level positions in the health fields. All courses are conducted according to the guidelines of the appropriate state agency and meet the requirements for employment training and recertification or licensing. Popular courses include certified nursing assistant, massage therapy, medical office coding and medical accounting.

Human Resources Development (HRD)

The mission of Forsyth Tech's human resources development program is to strengthen the employment and educational opportunities of the county's residents who are unemployed or underemployed. The primary goal is to help these individuals develop the essential skills needed for securing and maintaining employment.

Industrial Technology

Industrial technology courses are continually updated to enable employees to learn the use of new equipment and processes. Courses are conducted according to certification, federal or state guidelines to train company employees in specialized techniques, OSHA and/or systems operations.

Languages and Cultures

A variety of language courses including occupational Spanish, English as a second language (ESL) and conversational French, German, Italian and Spanish are offered to meet both professional and personal needs. Language courses can be customized to suit the special needs of a company or organization. Course content, schedule, methodology, class location and length of study are based on client needs and preferences.

Licensure and Certification Courses

Forsyth Tech is authorized to conduct certain licensing and certification courses required in North Carolina. In addition, state exam preparation courses are available as well as annual recertifying courses and continuing education courses to meet requirements for maintaining licenses.

New and Expanding Industry

New and expanding industry employee training is conducted free of charge for expanding or new industries that plan to add a minimum of 12 new production employees in a year. Training is for new employees only.

Pre-Employment Training

Forsyth Tech conducts pre-employment training programs for client companies to train a pool of qualified applicants for specific job vacancies. Companies can take applications and conduct interviews near the completion of the pre-employment program.

Small Business Center

The Small Business Center (SBC) provides counseling, information resources and educational programs to help current and prospective business owners begin or sustain a business. The SBC is located at Forsyth Tech's 4th Street Small Business Center, Chamber Building, in downtown Winston-Salem.

Educational Services

Basic Skill Assessments

It is often useful to determine the basic skill levels of employees prior to developing a customized training program. Validated assessment instruments are used to identify the math, reading, language and spelling competence of employees. The information gained can be used to determine if the basic skill levels of employees need to be upgraded for them to become fully job functional. The basic skill assessments can be done in either English or Spanish, and classes to help employees improve their basic skills can be conducted onsite.

Educational Career Center - JobLink Affiliate

The Educational Career Center - JobLink Affiliate helps continuing education students and the general public to:

- Develop a personalized educational career plan
- Select Corporate & Continuing Education courses and certification programs
- Attain information about credit certificate, diploma and degree programs

- Review college admission and financial aid applications
- Apply for training vouchers and other special services
- Conduct a job search
- Prepare a resume
- Enroll in education and career preparation workshops
- Utilize on-site services of the Employment Security Commission, Experiment in Self Reliance, Goodwill Industries and Vocational Rehabilitation

The center is open Monday through Friday and is located in Room 111, West Campus at 1300 Bolton Street, Winston-Salem. Call the center at (336) 734-7748. Services are free of charge.

Job Task Analyses

A multi-step process, job task analyses are conducted to identify the tasks associated with specific jobs and the knowledge and skills needed

for employees to perform the tasks adequately. Job task analyses provide insight into why some employees perform adequately while others perform inadequately and provide sound data for developing customized training programs.

Training Needs Assessments

Obtaining input from managers and different employee groups about what they perceive as their training needs is an important first step in developing customized training programs. The primary purpose of conducting a training needs assessment is to identify gaps between the current and desired levels of employee performance, knowledge and skills. The secondary purpose is to gain an understanding of strategies that can be used to close the gap.

PROGRAMS OF STUDY

Associate in Applied Science Degree

The programs for the associate in applied science (A.A.S.) degrees are technical in nature. Upon completion of a program, the graduate will be awarded the associate in applied science degree. This degree is recognized nationally to indicate the successful completion of two years of education beyond the high school level.

The listing of courses for each program is shown in the proper sequence. Applicants should plan to attend 21 or 24 consecutive months. Evening programs usually require three or more years.

The college's purpose is to offer the technical courses which will prepare the graduate for immediate employment opportunities. Therefore, the ability to transfer to other institutions of higher education, and to transfer credit earned, will be determined by the receiving institution.

Associate in Arts and Associate in Science Degrees

The programs for the associate in arts and associate in science degrees are designed to transfer to bachelor's degree programs at senior institutions of higher education. The course work includes composition and literature, humanities, mathematics, natural and social sciences, and physical education. Students who receive a grade of C or better in each course are able to transfer these credits to a senior college or university, towards completion of a bachelor's degree. The associate in arts program concentrates heavily on the humanities and social sciences and is recommended for those students who plan to continue with a bachelor's degree in one of these areas. The associate in science program concentrates on mathematics and the physical and life sciences and is recommended for those students who plan to continue with a bachelor's degree in one of these areas.

Diploma

The diploma programs are practical in nature and are designed to prepare the student for immediate employment opportunities in a skilled trade or health field. All programs are designed for one year of intensive study. Evening programs require approximately two years. Some courses required in each diploma program may not apply to associate's (or higher) degree levels of instruction.

Advanced Placement Program

The advanced placement program is available to those who have completed an A.A.S. degree in a specified program or who meet registry requirements in selected allied health fields.

Certificate

The certificate programs are educational programs of study drawn from existing programs for persons who desire to improve their job skills in a particular area of interest.

The programs are also designed to meet the needs of employers in upgrading the occupational skills of their employees. Each certificate program may be tailored toward the requirements of a specific business, industry, or organization.

Developmental Education

The developmental education program offers a series of courses for preparation, remediation, and guidance for students who, for a variety of reasons, do not meet the specific entrance requirements for the program of their choice. Students who do meet the minimum entrance requirements but whose previous academic records indicate that they may have difficulty in successfully completing their programs are also advised to complete the necessary course work in the developmental education program.

The student's academic program will be individually designed to meet their specific preparatory and remedial needs. The courses will be selected from the developmental offerings and from courses in the student's chosen program of study.

Sample Course Listing

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term VI

ACC	130	Business Income				
		Taxes	2	2	0	3
			2	2	0	3

Key to Sample Course Listing

ACCCourse Prefix

130.....Course Number

Business Income Taxes Course Title

Class
2Number of Classroom
Hours Per Week

Lab/
Shop
2Number of Laboratory or
Shop Hours Per Week

Clinical/
Co-op
0Number of Clinical or
Work Experience (Co-op)
Hours Per Week

Credit
Hours
3Number of Credit
Hours Per Semester

2 2 0 3..... Total Number of Classroom,
Laboratory/Shop,
Clinical/Co-op and
Semester Credit Hours

Accounting

Curriculum Description

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25100
Day
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

ACC 120	Prin of Financial Acct	3	2	0	4	
ENG 111	Expository Writing	3	0	0	3	
MAT 115	Mathematical Models	2	2	0	3	
OR						
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
OR						

MAT 161	College Algebra*	(3)	(0)	(0)	(3)	
OST 131	Keyboarding	1	2	0	2	
PSY 118	Interpersonal Psychology	3	0	0	3	
OR						
PSY 150	General Psychology*	(3)	(0)	(0)	(3)	
		12	6	0	15	
		(13)	(4)	(0)	(15)	

Term II

ACC 121	Prin of Managerial Acct	3	2	0	4	
ACC 129	Individual Income Taxes	2	2	0	3	
CIS 110	Introduction to Computers*	(2)	(2)	(0)	(3)	
OR						
CIS 111	Basic PC Literacy	1	2	0	2	
COM 120	Intro Interpersonal Com*	(3)	(0)	(0)	(3)	
OR						
COM 231	Public Speaking*	(3)	(0)	(0)	(3)	
OR						
ENG 114	Prof Research & Reporting*	3	0	0	3	
OR						
ENG 115	Oral Communication	(3)	(0)	(0)	(3)	
— —	Humanities/Fine Arts Elective	3	0	0	3	
		12	6	0	15	
		(13)	(6)	(0)	(16)	

Term III

ACC 130	Business Income Taxes	2	2	0	3	
ACC 220	Intermediate Accounting I	3	2	0	4	
BUS 115	Business Law I	3	0	0	3	
		8	4	0	10	

Term IV

ACC 221	Intermediate Acct II	3	2	0	4	
ACC 225	Cost Accounting	3	0	0	3	
ACC 269	Audit & Assurance Services	3	0	0	3	
BUS 116	Business Law II	3	0	0	3	
CTS 130	Spreadsheet	2	2	0	3	
		14	4	0	16	

Term V

ACC 150	Acct Software App	1	2	0	2
ACC 226	Adv Managerial Acct	3	0	0	3
ACC 250	Advanced Acct	3	0	0	3
ACC 279	Advanced Auditing	3	0	0	3
ECO 251	Prin of Microeconomics*	3	0	0	3
OR					
ECO 252	Prin of Macroeconomics*	(3)	(0)	(0)	(3)
		13	2	0	14

Total Credit Hours: 70 - 71

Additional Information

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 115, HUM 170, HUM 220, MUS 110, PHI 215, or PHI 240.
Consult an academic advisor for other possible electives.

*This course is recommended for students transferring to a four-year university.

Accounting**Associate in Applied Science**

A25100

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
ACC 120	Prin of Financial Acct		3	2	0	4
ENG 111	Expository Writing		3	0	0	3
			6	2	0	7

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
ENG 111	Expository Writing	3	0	0	3
		6	2	0	7

Term II

ACC 121	Princ of Managerial Acct	3	2	0	4
OST 131	Keyboarding	1	2	0	2
		4	4	0	6

Term III

ACC 220	Intermediate Acct I	3	2	0	4
		3	2	0	4

Term IV

ACC 221	Intermediate Acct II	3	2	0	4
COM 120	Intro Interpersonal Com*	(3)	(0)	(0)	(3)
OR					
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
OR					
ENG 114	Prof Research and Reporting*	3	0	0	3
OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
		6	2	0	7

Term V

ACC 129	Individual Income Taxes	2	2	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
		4	4	0	6
		(5)	(2)	(0)	(6)

Term VI

ACC 130	Business Income Taxes	2	2	0	3
		2	2	0	3

Term VII

ACC 225	Cost Accounting	3	0	0	3
CIS 110	Introduction to Computers*	(2)	(2)	(0)	(3)
OR					
CIS 111	Basic PC Literacy	1	2	0	2
		4	2	0	5
		(5)	(2)	(0)	(6)

Term VIII

ACC 226	Adv Managerial Acct	3	0	0	3
BUS 115	Business Law I	3	0	0	3
		6	0	0	6

Term IX

BUS 116	Business Law II	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					

PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		6	0	0	6

Term X

ACC 150	Acct Software App	1	2	0	2
ACC 269	Audit and Assurance Services	3	0	0	3
		4	2	0	5

Term XI

ACC 250	Advanced Acct	3	0	0	3
ACC 279	Advanced Auditing	3	0	0	3
		6	0	0	6

Term XII

ECO 251	Prin of Microeconomics*	3	0	0	3
OR					
ECO 252	Prin of Macroeconomics*	(3)	(0)	(0)	(3)
		3	0	0	3

Term XIII

CTS 130	Spreadsheet	2	2	0	3
—	Humanities/Fine Arts Elective	3	0	0	3
		5	2	0	6

Total Credit Hours: 70 - 71

Additional Information

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 115, HUM 170, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Accounting

Diploma

D25100

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
---------	------------------------	---	---	---	---

BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	(2)	(2)	(0)	(3)

OR

CIS 111	Basic PC Literacy	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
		11	6	0	14
		(12)	(6)	(0)	(15)

Term II

ACC 121	Prin of Managerial Acct	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
BUS 116	Business Law II	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3

OR

MAT 140	Survey of Mathematics	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra	(3)	(0)	(0)	(3)
		10	6	0	13
		(11)	(4)	(0)	(13)

Term III

ACC 130	Business Income Taxes	2	2	0	3
ACC 220	Intermediate Accounting I	3	2	0	4
CTS 130	Spreadsheet	2	2	0	3
		7	6	0	10

Total Credit Hours: 37 - 38

Accounting

Diploma

D25100

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
ENG 111	Expository Writing	3	0	0	3
		6	2	0	7

Term II

ACC 121	Prin of Managerial				
	Acct	3	2	0	4
ACC 129	Individual Income				
	Taxes	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	4	0	7

Term III

ACC 130	Business Income				
	Taxes	2	2	0	3
OST 131	Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		3	4	0	5

Term IV

CIS 110	Introduction to				
	Computers	(2)	(2)	(0)	(3)
	OR				
CIS 111	Basic PC Literacy	1	2	0	2
MAT 115	Mathematical Models	2	2	0	3
	OR				
MAT 140	Survey of				
	Mathematics	(3)	(0)	(0)	(3)
	OR				
MAT 161	College Algebra	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
		3	4	0	5
		(4+)	(2+)	(0)	(6)

Term V

BUS 115	Business Law I	3	0	0	3
CTS 130	Spreadsheet	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	2	0	6

Term VI

ACC 220	Intermediate				
	Accounting I	3	2	0	4
BUS 116	Business Law II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	2	0	7

Total Credit Hours: 37 - 38

Air Conditioning, Heating, and Refrigeration Technology

Curriculum Description

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D35100
Day
POS Approved: Fall 2004

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
AHR	110	Intro to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	112	Heating Technology	2	4	0	4
AHR	210	Residential Building Code	1	2	0	2
MAT	101	Applied Mathematics I	2	2	0	3
			9	16	0	17

Term II						
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	130	HVAC Controls	2	2	0	3
ENG	101	Applied Communications I	3	0	0	3
AHR	250	HVAC System Diagnostics	(0)	(4)	(0)	(2)
OR						
WLD	112	Basic Welding Processes	1	3	0	2
			10	13	0	16
			(9)	(14)	(0)	(16)

Term III

AHR	160	Refrigerant Certification	1	0	0	1
AHR	211	Residential System Design	2	2	0	3
AHR	212	Advanced Comfort Systems	2	6	0	4
			5	8	0	8

Total Credit Hours: 41

Air Conditioning, Heating, and Refrigeration Technology - Comfort Systems

Certificate

D35100CS
Evening

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
AHR	111	HVACR Electricity	2	2	0	3
AHR	113	Comfort Cooling	2	4	0	4
AHR	160	Refrigerant Certification	1	0	0	1
			5	6	0	8
Term II						
AHR	112	Heating Technology	2	4	0	4

AHR 114 Heat Pump
Technology

2	4	0	4
4	8	0	8

Total Credit Hours: 16

Architectural Technology

Curriculum Description

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A40100
Day
POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
ARC	111	Intro to Arch Technology	1	6	0	3
ARC	112	Constr Matls & Methods	3	2	0	4
ARC	250	Survey of Architecture	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra/ Trigonometry I	2	2	0	3
			12	10	0	16

Term II							
ARC	113	Residential Arch Tech	1	6	0	3	
ARC	114	Architectural CAD	1	3	0	2	
ARC	114A	Architectural CAD Lab		0	3	0	1
ENG	114	Prof Research & Reporting	3	0	0	3	
MAT	122	Algebra/ Trigonometry II	2	2	0	3	
PHY	131	Physics - Mechanics	3	2	0	4	
			10	16	0	16	

Term III						
ARC	131	Building Codes	2	2	0	3
ARC	211	Light Constr Technology	1	6	0	3
ARC	221	Architectural 3-D CAD	1	4	0	3
ARC	230	Environmental Systems	3	3	0	4
			7	15	0	13

Term IV						
ARC	141	Elem Structures for Arch	4	0	0	4
ARC	212	Commercial Constr Technology	1	6	0	3
ARC	231	Arch Presentations	2	4	0	4
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	3	0	0	3
—	—	Humanities/Fine Arts Elective	3	0	0	3
			13	10	0	17

Term V						
ARC	213	Design Project	2	6	0	4
ARC	235	Architectural Portfolio	2	3	0	3
ARC	240	Site Planning	2	2	0	3
ARC	264	Digital Architecture	1	3	0	2
			7	14	0	12

Total Credit Hours: 74

Additional Information

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, HUM 110, HUM 120, HUM 170, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Architectural Technology

– CAD - Digital Imaging

Certificate

C40100

Evening

			HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
ARC	114	Architectural CAD	1	3	0	2
ARC	221	Architectural 3-D CAD	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
			2	7	0	5

Term II

ARC	220	Adv Architecture CAD	1	3	0	2
ARC	264	Digital Architecture	1	3	0	2
OR						
ARC	231	Arch Presentations				
		(Offered Day Only)	<u>(2)</u>	<u>(4)</u>	<u>(0)</u>	<u>(4)</u>
			2	6	0	4
			(3)	(7)	(0)	(6)

Term III

ARC	235	Architectural Portfolio	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
			2	3	0	3

Total Credit Hours: 12

Associate Degree Nursing

Curriculum Description

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry, and community agencies.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45100

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab	Clinical	Credit Hours

Term I

BIO	165	Anatomy and Physiology I	3	3	0	4
CIS	111	Basic PC Literacy	1	2	0	2
OR						
CIS	113	Computer Basics	(0)	(2)	(0)	(1)
NUR	110	Nursing I	5	3	6	8
NUR	117	Pharmacology	1	3	0	2
PSY	150	General Psychology	3	0	0	3
			13	11	6	19
			(12)	(11)	(6)	(18)

Term II

BIO	166	Anatomy and Physiology II	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
NUR	120	Nursing II	5	3	6	8
PSY	241	Developmental Psych	3	0	0	3
			14	6	6	18

Term III

ENG	115	Oral Communication	3	0	0	3
NUR	130	Nursing III	4	3	6	7

OR

NUR	189	Nursing Transition (LPN to RN)	(1)	(3)	(0)	(2)
			7	3	6	10
			(4)	(3)	(0)	(5)

Term IV

NUR	210	Nursing IV	5	3	12	10
—	—	Humanities/Fine Arts Elective	3	0	0	3
			8	3	12	13

Term V

NUR	220	Nursing V	4	3	15	10
NUR	244	Issues and Trends	2	0	0	2
			6	3	15	12

**Total Credit Hours: 71 - 72
(or 48 - 49 for LPN to RN)**

Additional Information

Additional admissions requirements:

1. Completion of high school or college credits in biology and algebra.
2. Current cardiopulmonary resuscitation certification at the healthcare provider level.
3. Completion of program orientation requirements.
4. A grade of C or better in all required related and program specific courses is mandatory for admission and progression in Associate Degree Nursing.
5. Completion of the Forsyth Tech Student Medical Form.
6. Certification as a certified nurse assistant I (CNA I).

Program Information

In addition to traditional classroom instruction,

students may also receive curriculum content through a variety of delivery technologies, including the Internet. Students who do not have personal computers with Internet access may use the computers in the college nursing laboratory and the Learning Resource Center.

This program has limited enrollment. Students are chosen by scores attained on the TEAS (Test of Essential Academic Skills) and a selective admission process based upon completion of related courses (i.e. biology, English, psychology, etc.) with a grade of C or better. The Admissions Office can provide additional information on the selection process.

Readmission may be possible but requires reapplication and approval by the college.

Successful completion of NUR 189, Nursing Transition, will be required for licensed practical nurses desiring placement in the Associate Degree Nursing program.

Humanities/Fine Arts Electives - Select one: ART 111, HUM 110, HUM 115, HUM 120, HUM 121, HUM 160, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Criminal Background Checks/

Drug Screening

Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards may prohibit eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsytech.edu.

Associate in Arts

Curriculum Description

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of college transfer course. (Ref. 23 NCAC 2E 0204) Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of C or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Arts

A10100

Day and Evening

POS Approved: Fall 2007

Course		Course Prefix	Course Number	Course Title	HOURS PER WEEK				
					Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	
Term I									
ENG	111			Expository Writing	3		0	0	3
				Communication					
				Core	3		0	0	3
				Humanities/Fine					
				Arts Core	3		0	0	3
				Mathematics Core	3		0	0	3
				Natural Science					
				Core	3	3	0		4
					15	3	0		16

Term II

				Composition Core	3	0	0	3
				History Core	3	0	0	3
				Humanities/Fine				
				Arts or Literature				
				Core	3	0	0	3
				Mathematics Core	3	0	0	3
				Social/Behavioral				
				Science or History				
				Core	3	0	0	3
				Social/Behavioral				
				Science or History				
				Core	3	0	0	3
					18	0	0	18

Term III

CIS	110			Introduction to				
				Computers	3	0	0	3
				Core or Professional	3	0	0	3
				Literature Core	3	0	0	3
				Natural Science				
				Core	3	2	0	4
				Social/Behavioral				
				Science Core	3	0	0	3
					15	2	0	16

Term IV

PED	110			Fit and Well for Life	1	2	0	2
				PED Elective -				
				activity course	0	3	0	1
				Core or Professional	3	0	0	3
				Core or Professional	3	0	0	3
				Core or Professional	3	0	0	3
				Core or Professional	3	0	0	3
					13	5	0	15

Total Credit Hours: 65

Additional Information

See your academic advisor for additional Core and Professional courses.

Communication Core: COM 110, COM 120, COM 231 - 3 semester hours required.

Composition Core: ENG 111; & ENG 112, ENG 113, or ENG 114 - 6 semester hours required.

Computer Literacy: CIS 110 - 3 hours required.

History Core: HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132 - 3-6 semester hours required.

Humanities/Fine Arts Core: ART 111, HUM 110, HUM 121, HUM 130, HUM 150, HUM 160, HUM 220, MUS 110, PHI 215, PHI 240, REL 110, REL 211, REL 212, RUS 111, RUS 112, SPA 111, SPA 112, SPA 211, SPA 212 - 3-6 semester hours required.

Literature Core: ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262 - 3-6 semester hours required.

Mathematics Core: CIS 115, MAT 140, MAT 141, *MAT 151, MAT 161, MAT 165, *MAT 175, MAT 263, MAT 271, MAT 272, MAT 273. *MAT 151 & MAT 175 must be taken same semester same section with MAT 151A & MAT 175A--see Professional below - 6 semester hours required.

Natural Science Core: AST 111/111A, BIO 110, BIO 112, BIO 120, BIO 130, CHM 131/131A, CHM 132, CHM 151, CHM 152, PHY 110/110A, PHY 151, PHY 152, PHY 251, PHY 252 - 8 semester hours required.

Physical Education: PED 110 & PED xxx activity courses - See current course schedule - 3 semester hours required.

Social/Behavioral Science Core: ANT 210, ANT 220, ECO 151, ECO 251, ECO 252, GEO 111, GEO 112, POL 110, POL 120, POL 210, POL 220, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225 - 6-9 semester hours required.

Professional: ACC 120, ACC 121, BIO 163, BIO 165, BIO 175, BIO 271, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CHM 252, CHM 130, CHM 263, CJC 111, CJC 121, CJC 141, CSC 134, CSC 136, CSC 139, CSC 151, CSC 239, EDU 216, ENG 125, ENG 126, ENG 273, ENG 275, HIS 151, HIS 221, JOU 110, JOU 216, JOU 217, HUM 170, *MAT 151A, *MAT 175A, MAT 272, MAT 273, POL 130, SPA 141, SPA 161, SPA 221. *MAT 151A & MAT 175A must be taken same semester same section with MAT 151 & MAT 175--see Mathematics Core above -14 semester hours required.

Associate in Arts - Pre-Major in Business Administration

Associate in Arts

A1010B

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical-Co-op	Credit Hours	
ENG	111	Expository Writing	3	0	0	3	
—	—	Communication					
—	—	Core	3	0	0	3	
—	—	Humanities/Fine Arts Core	3	0	0	3	
—	—	Mathematics Core	3	0	0	3	
—	—	Natural Science					
—	—	Core	3	3	0	4	
			15	3	0	16	

Term II

ECO	251	Prin of					
—	—	Microeconomics	3	0	0	3	
—	—	Composition Core	3	0	0	3	
—	—	History Core	3	0	0	3	
—	—	Mathematics Core	3	0	0	3	
—	—	Social/Behavioral					
—	—	Science Core	3	0	0	3	
			15	0	0	15	

Term III

ACC	120	Prin of Financial					
—	—	Acct	3	2	0	4	
—	—	Humanities/Fine Arts or Literature					
—	—	Core	3	0	0	3	
—	—	Literature Core	3	0	0	3	
—	—	Natural Science					
—	—	Core	3	3	0	4	
—	—	Social/Behavioral					
—	—	Science or History					
—	—	Core	3	0	0	3	
			15	5	0	17	

Term IV

ACC	121	Prin of Managerial					
—	—	Acct	3	2	0	4	

CIS 110	Introduction to Computers	3	0	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
PED 110	Fit and Well for Life	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		13	4	0	16

Total Credit Hours: 64

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Business Administration. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required for A1010B:

ECO 251 & ECO 252

Mathematics Core: MAT 161 & MAT 263; or MAT 175/175A & MAT 271

MAT 151/151A

ACC 120 & ACC 121 & CIS 110

Note: MAT 151 and MAT 175 must be taken same semester same section as their corresponding labs: MAT 151A, MAT 175A.

Two recommended for A1010B:

POL 120

PSY 150

SOC 210

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Arts - Pre-Major Criminal Justice

Associate in Arts

A1010D

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	Class	HOURS PER WEEK		
				Lab Shop	Clinical/ Co-op	Credit Hours
Term I						
ENG 111		Expository Writing	3	0	0	3
_____	_____	Communication				
_____	_____	Core	3	0	0	3
_____	_____	Humanities/Fine				
_____	_____	Arts Core	3	0	0	3
_____	_____	Mathematics Core	3	0	0	3
_____	_____	Natural Science				
_____	_____	Core	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
			15	3	0	16

Term II

MAT 151		Statistics I	3	0	0	3
MAT 151A		Statistics I Lab	0	2	0	1
POL 120		American				
— —		Government	3	0	0	3
— —		Composition Core	3	0	0	3
— —		History Core	3	0	0	3
— —		Natural Science				
— —		Core	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
			15	5	0	17

Term III

CJC 111		Introduction to Criminal Justice	3	0	0	3
PSY 150		General Psychology	3	0	0	3
SOC 210		Introduction to Sociology	3	0	0	3
— —		Humanities/Fine Arts or Literature				
— —		Core	3	0	0	3
— —		Literature Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

Term IV

CIS 110		Introduction to Computers	3	0	0	3
---------	--	---------------------------	---	---	---	---

CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
PED 110	Fit and Well for Life	1	2	0	2
— —	PED Elective	0	3	0	1
— —	Any Core or Professional -				
	total hours	4	0	0	4
		14	5	0	16

Total Credit Hours: 64

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Criminal Justice. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required for A1010D:

POL 120

PSY 150

SOC 210

CJC 111

CJC 121

CJC 141

Introductory mathematics (college algebra, trigonometry, calculus, etc.)

Recommended:

MAT 151/151A

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Arts - Pre-Major Elementary Education

Associate in Arts

A1010R

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
ENG 111		Expository Writing	3	0	0	3
COM 231		Public Speaking	3	0	0	3
— —		Humanities/				
— —		Fine Arts Core	3	0	0	3
— —		Mathematics Core	3	0	0	3
— —		Natural Science				
— —		Core	3	3	0	4
			15	3	0	16

Term II

PSY 150	General Psychology	3	0	0	3
— —	Composition Core	3	0	0	3
— —	Mathematics Core	3	0	0	3
— —	Natural Science				
— —	Core	3	3	0	4
— —	Social/Behavioral				
— —	Science Core	3	0	0	3
		15	3	0	16

Term III

CIS 110	Introduction to Computers	3	0	0	3
— —	Humanities/Fine Arts Core	3	0	0	3
— —	History Core	3	0	0	3
— —	Literature Core	3	0	0	3
— —	PED Elective - activity course	0	3	0	1
— —	Social/Behavioral				
— —	Science Core	3	0	0	3
		15	3	0	16

Term IV

PED 110	Fit and Well for Life	1	2	0	2
— —	Core or Professional	3	0	0	3
— —	Core or Professional	3	0	0	3
— —	Core or Professional	3	0	0	3

_____	_____	Core or Professional	3	0	0	3
_____	_____	Core or Professional	3	0	0	3
			16	2	0	17

Total Credit Hours: 64

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Elementary Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required:

ENG 112 or ENG 113

ENG 131, 231, 232, or 233

COM 231

ART 111 or MUS 110

HIS 111, 112, 121, or 122

PSY 150

SOC 210 or SOC 225

BIO 110 or BIO 111

CHM 131/131A, CHM 151, or PHY 110/110A

Two: MAT 140; MAT 141/141A; MAT 161 or higher

CIS 110

PED 110

PED activity course

See your academic advisor for an Individualized Learning Plan for this pre-major.

At certain UNC institutions, EDU 216 may fulfill major requirements; at a majority of institutions, the courses will transfer only as a free elective. Students should check with the university for the local transfer policy regarding EDU 216.

Recommended: For electives, pre-education students in Elementary Education should select courses that will help meet a corollary-studies area. These courses should be selected in conjunction with the requirements at each university, since available corollary studies may not be offered

on each university campus. Corollary Studies comprise a minimum of 18 hours of community college or UNC-campus coursework in a choice of four interdisciplinary areas: (1) diversity studies; (2) global issues; (3) the arts; (4) math, science, and technology. Satisfying the UNC Board of Governors' requirement for an academic concentration, corollary studies are appropriate for expanding and deepening the pre-service elementary teacher's knowledge, appreciation, and skills in the area appropriate to the elementary-school classroom and curriculum. See your academic advisor for a more complete list of recommendations for corollary-studies areas.

Associate in Arts - Pre-Major English

Associate

A1010E

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
ENG	111	Expository Writing	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
_____	_____	Communication				
_____	_____	Core	3	0	0	3
_____	_____	Mathematics Core	3	0	0	3
_____	_____	Natural Science				
_____	_____	Core	3	3	0	4
			15	3	0	16

Term II

SPA	112	Elementary Spanish II	3	0	0	3
_____	_____	Composition Core	3	0	0	3
_____	_____	Mathematics Core	3	0	0	3
_____	_____	Natural Science				
_____	_____	Core	3	3	0	4
_____	_____	Social/Behavioral Science or History				
_____	_____	Core	3	0	0	3
			15	3	0	16

Term III

SPA 211	Intermediate				
	Spanish I	3	0	0	3
	History Core	3	0	0	3
	Literature Core	3	0	0	3
	Literature Core	3	0	0	3
	Social/Behavioral				
	Science Core	3	0	0	3
	Social/Behavioral				
	Science Core	3	0	0	3
		18	0	0	18

Term IV

CIS 110	Introduction to				
	Computers	3	0	0	3
PED 110	Fit and Well for Life	1	2	0	2
SPA 212	Intermediate				
	Spanish II	3	0	0	3
	Core or				
	Professional -				
	total hours	3	0	0	3
	History Core	3	0	0	3
	PED Elective -				
	activity course	0	3	0	1
		13	5	0	15

Total Credit Hours: 65

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in English. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Required:

ENG 112 or ENG 113

Two literature courses: ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, or ENG 262

Recommended:

SPA 111 and SPA 112

SPA 211 and SPA 212

HIS 111, HIS 112, HIS 114, HIS 115, HIS 121, HIS 131, or HIS 132

See Associate in Arts A10100 and your academic

advisor for all Core and Professional choices.

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Arts - Pre-Major History

Associate

A1010H

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
ENG 111		Expository Writing	3	0	0	3
MAT 161		College Algebra	3	0	0	3
		Communication				
		Core	3	0	0	3
		Humanities/Fine				
		Arts Core	3	0	0	3
		Natural Science				
		Core	3	3	0	4
			15	3	0	16

Term II

		Composition Core	3	0	0	3
		Humanities/Fine				
		Arts Core	3	0	0	3
		History Core	3	0	0	3
		Mathematics Core	3	0	0	3
		Natural Science				
		Core	3	3	0	4
			15	3	0	16

Term III

HIS 131	American History I	3	0	0	3
	Core or Professional	3	0	0	3
	History Core	3	0	0	3
	Literature Core	3	0	0	3
	Social/Behavioral				
	Science Core	3	0	0	3
	Social/Behavioral				
	Science Core	3	0	0	3
		18	0	0	18

Term IV

CIS	110	Introduction to Computers	3	0	0	3
HIS	132	American History II	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
—	—	Core or Professional	3	0	0	3
—	—	Core or Professional	3	0	0	3
—	—	PED Elective - activity course	0	3	0	1
			13	5	0	15

Total Credit Hours: 65

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in History. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required:

MAT 161 or higher
Higher-level mathematics, CIS, or MAT 151/151A

Recommended:

ENG 112 or ENG 113
HIS 131 & HIS 132
Note: Students intending to major in a history program at a UNC institution are advised to take no more than 12 hours in history at community college level.

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Arts - Pre-Major
Middle Grades Education
and Special Education

Associate in Arts

A10105
Day and Evening
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
—	—	Humanities/Fine Arts Core	3	0	0	3
—	—	Mathematics Core	3	0	0	3
—	—	Natural Science Core	3	3	0	4
			15	3	0	16

Term II

PSY	150	General Psychology	3	0	0	3
—	—	Composition Core	3	0	0	3
—	—	Mathematics Core	3	0	0	3
—	—	Natural Science Core	3	3	0	4
—	—	Social/Behavioral Science Core	3	0	0	3
			15	3	0	16

Term III

CIS	110	Introduction to Computers	3	0	0	3
—	—	Humanities/Fine Arts Core	3	0	0	3
—	—	History Core	3	0	0	3
—	—	Literature Core	3	0	0	3
—	—	PED Elective - activity course	0	3	0	1
—	—	Social/Behavioral Science Core	3	0	0	3
			15	3	0	16

Term IV

PED	110	Fit and Well for Life	1	2	0	2
—	—	Core or Professional	3	0	0	3
—	—	Core or Professional	3	0	0	3

_____	Core or Professional	3	0	0	3
_____	Core or Professional	3	0	0	3
_____	Core or Professional	3	0	0	2
		16	2	0	16

Total Credit Hours: 64

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Middle Grades Education and Special Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required:

ENG 112 or ENG 113

ENG 131, 231, 232, or 233

COM 231

ART 111 or MUS 110

HIS 111, 112, 121, or 122

PSY 150

SOC 210 or SOC 225

BIO 110 or BIO 111

CHM 131/131A, CHM 151, or PHY 110/110A

Two: MAT 140; MAT 141/141A; MAT 161 or higher
CIS 110

PED 110

PED activity course

See your academic advisor for an Individualized Learning Plan for this pre-major.

At certain UNC institutions, EDU 216 may fulfill major requirements; at a majority of institutions, the courses will transfer only as free electives. Students should check with the university for the local transfer policy regarding EDU 216.

Recommended: For electives, pre-education students in Middle Grades Education and Special Education should select courses that will help meet the mandated academic (second-major) concentration. These courses should be selected

in conjunction with the requirements at each university, since available academic (second-major) concentrations and their specific requirements differ on each campus. In order to be consistent with NC licensure areas, Middle Grades Education students should select courses from up to two (2) of the following areas: Social Sciences, English, Mathematics, Sciences. (Note: UNC-Asheville students major in an academic area and the selected 20 hours should be coordinated with their intended major/program.) Typically offered academic concentrations are biology, English, history, mathematics, and psychology. See your academic advisor for a more complete list of recommendations for specific academic concentrations.

Associate in Arts - Pre-Major Nursing

Associate

A1010I

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
ENG	111	Expository Writing	3	0	0	3
CHM	151	General Chemistry I	3	3	0	4
MAT	161	College Algebra	3	0	0	3
PSY	150	General Psychology	3	0	0	3
_____	_____	Communication Core	3	0	0	3
			15	4	0	16

Term II

CHM	152	General Chemistry II	3	3	0	4
MAT	151	Statistics I	3	0	0	3
MAT	151A	Statistics I Lab	0	2	0	1
_____	_____	Composition Core	3	0	0	3
_____	_____	History Core	3	0	0	3
_____	_____	Humanities/Fine Arts Core	3	0	0	3
			15	5	0	17

Term III

BIO 165	Anatomy and Physiology I	3	3	0	4
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
— —	Humanities/Fine Arts or Literature Core	3	0	0	3
— —	Literature Core	3	0	0	3
— —	PED Elective - activity course	0	3	0	1
		15	6	0	17

Term IV

BIO 166	Anatomy and Physiology II	3	3	0	4
BIO 175	General Microbiology	3	0	0	3
PED 110	Fit and Well for Life	1	2	0	2
PSY 281	Abnormal Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
		13	5	0	15

Total Credit Hours: 65

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Nursing. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required:

PSY 150

PSY 241

SOC 210

One sequence: CHM 131, 131A, & 132; or CHM 151 & 152

MAT 161 or higher

MAT 151, 151A

PSY 281

SOC 213

BIO 165 & BIO 166

BIO 175 or BIO 275

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Arts - Pre-Major Physical Education

Associate in Arts

A1010J

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
BIO 111		General Biology I	3	3	0	4
COM 231		Public Speaking	3	0	0	3
ENG 111		Expository Writing	3	0	0	3
MAT 161		College Algebra	3	0	0	3
— —		Humanities/Fine Arts Core	3	0	0	3
			15	3	0	16

Term II

BIO 112	General Biology II	3	3	0	4
ENG 112	Argument-Based Research	3	0	0	3
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
PSY 150	General Psychology	3	0	0	3
— —	Humanities/Fine Arts Core	3	0	0	3
		15	5	0	17

Term III

CIS 110	Introduction to Computers	3	0	0	3
PED 110	Fit and Well for Life	1	2	0	2
— —	History Core	3	0	0	3
— —	Literature Core	3	0	0	3
— —	Social/Behavioral Science or History Core	3	0	0	3
— —	Social/Behavioral Science Core	3	0	0	3
		16	2	0	17

Term IV

_____	_____	Core or Professional	3	0	0	3
_____	_____	Core or Professional	3	0	0	3
_____	_____	Core or Professional	3	0	0	3
_____	_____	Core or Professional	3	0	0	3
_____	_____	PED Elective -				
		activity course	0	3	0	1
_____	_____	PED Elective -				
		activity course	0	3	0	1
			12	6	0	14

Total Credit Hours: 64**Additional Information**

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Nursing. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required:

PED 110

PED activity courses - 2 semester hours

Recommended:

ENG 112

COM 231

PSY 150

BIO 111 & 112

MAT 161

CIS 110

MAT 151/151A

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Arts - Pre-Major Psychology**Associate in Arts**

A1010L

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

BIO	111	General Biology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	161	College Algebra	3	0	0	3
_____	_____	Communication				
		Core	3	0	0	3
_____	_____	Humanities/Fine				
		Arts Core	3	0	0	3
			15	3	0	16

Term II

PSY	150	General Psychology	3	0	0	3
_____	_____	Composition Core	3	0	0	3
_____	_____	Mathematics Core	3	0	0	3
_____	_____	Natural Science				
		Core	3	3	0	4
_____	_____	Social/Behavioral				
		Science or History				
		Core	3	0	0	3
			15	3	0	16

Term III

CIS	110	Introduction to Computers	3	0	0	3
_____	_____	History Core	3	0	0	3
_____	_____	Humanities/Fine				
		Arts or Literature				
		Core	3	0	0	3
_____	_____	Literature Core	3	0	0	3
_____	_____	PED Elective -				
		activity course	0	3	0	1
_____	_____	Social/Behavioral				
		Science Core	3	0	0	3
			15	3	0	16

Term IV

PED	110	Fit and Well for Life	1	2	0	2
_____	_____	Core or Professional	3	0	0	3

_____	Core or Professional	3	0	0	3
_____	Core or Professional	3	0	0	3
_____	Core or Professional	3	0	0	3
_____	Core or Professional	3	0	0	3
		16	2	0	17

Total Credit Hours: 64

Additional Information

This template has been developed by university and community-college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Psychology. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required:

PSY 150

BIO 110 or BIO 111

MAT 161 or higher

Second higher-level mathematics

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Arts - Pre-Major Social Work

Associate in Arts

A1010Q

Day and Evening

POS Approved: Fall 2007

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
BIO	111	General Biology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	161	College Algebra	3	0	0	3
_____	_____	Communication Core	3	0	0	3

_____	Humanities/Fine Arts Core	3	0	0	3
		15	3	0	16

Term II

BIO	112	General Biology II	3	3	0	4
MAT	151	Statistics I	3	0	0	3
MAT	151A	Statistics I Lab	0	2	0	1
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
_____	_____	Composition Core	3	0	0	3
		15	5	0	17	

Term III

CIS	110	Introduction to Computers	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
_____	_____	History Core	3	0	0	3
_____	_____	Humanities/Fine Arts or Literature Core	3	0	0	3
_____	_____	Literature Core	3	0	0	3
_____	_____	PED Elective - activity course	0	3	0	1
		15	3	0	16	

Term IV

PED	110	Fit and Well for Life	1	2	0	2
_____	_____	Core or Professional	3	0	0	3
_____	_____	Core or Professional	3	0	0	3
_____	_____	Core or Professional	3	0	0	3
_____	_____	Core or Professional	3	0	0	3
_____	_____	Core or Professional	3	0	0	3
		16	2	0	17	

Total Credit Hours: 64

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Social Work. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required:

POL 120
 PSY 150
 SOC 210
 MAT 161 or higher
 PED 110
 PED activity course - 1 hour credit
 CIS 110
 COM 231

Recommended:

BIO 110; or BIO 111 & BIO 112
 MAT 151
 ANT 210
 ECO 251
 ECO 252
 HIS 112
 HIS 122
 HIS 132
 PSY 241
 PSY 281
 SPA 111
 SPA 112

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Arts - Pre-Major Sociology

Associate in Arts

A1010N

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

ENG 111	Expository Writing	3	0	0	3
MAT 161	College Algebra	3	0	0	3
_____	Communication				
_____	Core	3	0	0	3
_____	Humanities/Fine Arts Core	3	0	0	3

_____	Natural Science				
_____	Core	3	3	0	4
		15	3	0	16

Term II

ENG 112	Argument-Based Research	3	0	0	3
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
SOC 210	Introduction to Sociology	3	0	0	3
_____	Natural Science				
_____	Core	3	3	0	4
_____	Social/Behavioral Science Core	3	0	0	3
		15	5	0	17

Term III

CIS 110	Introduction to Computers	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
_____	History Core	3	0	0	3
_____	Humanities/Fine Arts or Literature				
_____	Core	3	0	0	3
_____	Literature Core	3	0	0	3
_____	PED Elective - activity course	0	3	0	1
		15	3	0	16

Term IV

PED 110	Fit and Well for Life	1	2	0	2
_____	Core or Professional	3	0	0	3
_____	Core or Professional	3	0	0	3
_____	Core or Professional	3	0	0	3
_____	Core or Professional	4	0	0	4
		14	2	0	15

Total Credit Hours: 64

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Sociology. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Arts A10100 and your academic advisor for all Core and Professional choices.

Required:

SOC 210

SOC 213 or SOC 225

MAT 161 or higher

PED 110

PED activity course - 1 hour credit

CIS 110

COM 231

Recommended:

ENG 112

MAT 151/151A

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Science

Curriculum Description

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of college transfer courses. (Ref. 23 NCAC 2E 0204) Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Science

A10400
Day and Evening
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	
ENG	111	Expository Writing	3	0	0	3	
		Communication					
		Core	3	0	0	3	
		Mathematics Core 1	3	0	0	3	
		Natural Science					
		Core 1	3	3	0	4	

		Social/Behavioral					
		Science Core	3	0	0	3	
			15	3	0	16	

Term II

		Composition Core	3	0	0	3	
		History Core	3	0	0	3	
		Mathematics Core 2	3	0	0	3	
		Natural Science					
		Core 1	3	3	0	4	
		Social/Behavioral					
		Science Core	3	0	0	3	
			15	3	0	16	

Term III

		Core or Professional	3	0	0	3	
		Humanities/Fine					
		Arts Core	3	0	0	3	
		Literature Core	3	0	0	3	
		Natural Science or					
		Mathematics Core	3	0	0	3	
		Natural Science or					
		Mathematics Core	3	0	0	3	
		PED Elective -					
		activity	0	3	0	1	
			15	3	0	16	

Term IV

PED	110	Fit and Well for Life	1	2	0	2	
		Natural Science or					
		Math Core	3	0	0	3	
		Natural Science or					
		Math Core or					
		Professional	3	0	0	3	
		Natural Science or					
		Math Core or					
		Professional	3	0	0	3	
		Natural Science or					
		Math Core or					
		Professional	3	0	0	3	
		Natural Science or					
		Math Core or					
		Professional	3	0	0	3	
			16	2	0	17	

Total Credit Hours: 65

Additional Information

See your academic advisor for additional Core and Professional courses.

Communication Core: COM 110, COM 120, COM 231 - 3 semester hours required.

Composition Core: ENG 111; & ENG 112, ENG 113, ENG 114 - 6 semester hours required.

History Core: HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132 - 3 semester hours required.

Humanities/Fine Arts Core: ART 111, HUM 110, HUM 121, HUM 130, HUM 150, HUM 160, HUM 220, MUS 110, PHI 215, PHI 240, REL 110, REL 211, REL 212, RUS 111, RUS 112, SPA 111, SPA 112, SPA 211, SPA 212 - 6 semester hours required.

Literature Core: ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262 - 3 semester hours required.

Mathematics Core 1: MAT 175 [precalculus level or above required] - 3 semester hours required + lab.

Mathematics Core 2: CIS 115, *MAT 151, *MAT 175, MAT 263, MAT 271, MAT 272, MAT 273. *MAT 151 & MAT 175 must be taken same semester same section with MAT 151A & MAT 175A--see Professional below - 3 semester hours required. Also may be used for additional 6 semester hours required in Natural Sciences/Mathematics.

Natural Science Core 1: BIO 111 & BIO 112; or CHM 151 & CHM 152; or PHY 151 & PHY 152; or PHY 251 & PHY 252 [pair required for Natural Science Core 1] - 8 semester hours required.

Natural Science Core 2: AST 111/111A, BIO 120, BIO 130, CHM 131/131A, CHM 132, PHY 110/110A - May be used for additional 6 semester hours required in Natural Sciences/Mathematics.

Physical Education: PED 110 & PED xxx activity courses - See current course schedule - 3 semester hours required.

Social/Behavioral Science Core: ANT 210, ANT 220, ECO 151, ECO 251, ECO 252, GEO 111, GEO 112, POL 110, POL 120, POL 210, POL 220, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225 - 6 semester hours required.

Professional Science: BIO 120, BIO 130, BIO 163, BIO 165, BIO 166, BIO 175, BIO 271, BIO 275, CHM 251, CHM 252, CHM 130/130A, CHM 263, CIS 110, CSC 134, CSC 136, CSC 139, CSC 151, CSC 239, *MAT 151A, *MAT 175A, MAT 272, MAT 273, MAT 280, MAT 285. *MAT 151A & MAT 175A must be taken same semester same section with MAT 151 & MAT 175--see Mathematics Core above - 14 semester hours required.

See your academic advisor for an Individualized Learning Plan for the general Associate in Science here (A10400) or any of the following pre-majors: Biology and Biology Education (A1040A), Chemistry and Chemistry Education (A1040B), Engineering (A1040D), Mathematics (A1040E), Mathematics Education (A1040F).

Associate in Science - Pre-Major Biology and Biology Education

Associate in Science

A1040A

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit	Hours
CHM	151	General Chemistry I	3	3	0	4	
ENG	111	Expository Writing	3	0	0	3	
MAT	175	Precalculus	4	0	0	4	
MAT	175A	Precalculus Lab	0	2	0	1	
—	—	Communication Core	3	0	0	3	
			11	5	0	15	

Term I

CHM	151	General Chemistry I	3	3	0	4	
ENG	111	Expository Writing	3	0	0	3	
MAT	175	Precalculus	4	0	0	4	
MAT	175A	Precalculus Lab	0	2	0	1	
—	—	Communication Core	3	0	0	3	
			11	5	0	15	

Term II

BIO	111	General Biology I	3	3	0	4	
CHM	152	General Chemistry II	3	3	0	4	
—	—	Composition Core	3	0	0	3	
—	—	History Core	3	0	0	3	
—	—	Mathematics Core 2	3	0	0	3	
			15	6	0	17	

Term III

BIO 112	General Biology II	3	3	0	4
CHM 251	Organic Chemistry	3	3	0	4
— —	Humanities/Fine				
— —	Arts Core	3	0	0	3
— —	Literature Core	3	0	0	3
— —	Social/Behavioral				
— —	Science Core	3	0	0	3
		15	6	0	17

Term IV

CHM 252	Organic				
	Chemistry II	3	3	0	4
PED 110	Fit and Well for Life	1	2	0	2
— —	Core or Professional	3	0	0	3
— —	Biology Core or				
— —	Professional	3	3	0	4
— —	PED Elective -				
— —	activity course	0	3	0	1
— —	Social/Behavioral				
— —	Science Core	3	0	0	3
		13	11	0	17

Total Credit Hours: 64**Additional Information**

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Biology and Biology Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Science A10400 and your academic advisor for additional Core and Professional courses.

Required:

BIO 111

CHM 151

CHM 152

One: BIO 112, BIO 120, or BIO 130

MAT 171 or higher

PED 110

PED activity course - 1 hour credit

Communication Core - 1 course

Recommended:

One sequence: CHM 251 & 252; or PHY 151 & 151; or PHY 251 & 252.

Note: Placement into MAT 272 is required for PHY 251 & 252.

Additional biology course - 4 hours credit

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Science - Pre-Major Chemistry and Chemistry Education

Associate in Science

A1040B

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	
ENG 111		Expository Writing	3	0	0	3	
CHM 151		General Chemistry I	3	3	0	4	
COM 231		Public Speaking	3	0	0	3	
MAT 271		Calculus I	3	2	0	4	
— —		Humanities/Fine					
— —		Arts Core	3	0	0	3	
			15	5	0	17	

Term I

CHM 152	General					
	Chemistry II	3	3	0	4	
MAT 272	Calculus II	3	2	0	4	
— —	Composition Core	3	0	0	3	
— —	Literature Core	3	0	0	3	
— —	History Core	3	0	0	3	
		15	5	0	17	

Term II

CHM 251	Organic Chemistry I	3	3	0	4	
PED 110	Fit and Well for Life	1	2	0	2	
PHY 251	General Physics I	3	3	0	4	
PSY 150	General Psychology	3	0	0	3	
— —	Social/Behavioral					
— —	Science Core	3	0	0	3	
		13	8	0	16	

Term IV

CHM 252	Organic Chemistry II	3	3	0	4
MAT 273	Calculus III	3	2	0	4
PHY 252	General Physics II	3	3	0	4
— —	CIS or CSC	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	8	0	15

Total Credit Hours: 65**Additional Information**

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Chemistry and Chemistry Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Students entering the Pre-Chemistry Associate in Science Degree Program must demonstrate competency in or complete the prerequisites required for MAT 271, Calculus I. See Associate in Science A10400 and your academic advisor for additional Core and Professional courses.

Required:

COM 231
CHM 151
CHM 152
CHM 252
MAT 271
MAT 272
PHY 251
PHY 252
CIS 110, CIS 115, CSC 134, CSC 136, CSC 139, CSC 151, or CSC 239
PED 110
PED activity course - 1 hour credit

Recommended:

PSY 150
MAT 273
CHM 263

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Science - Pre-Major Engineering

Associate in Science

A1040D

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
CHM 151		General Chemistry I	3	3	0	4
ENG 111		Expository Writing	3	0	0	3
MAT 271		Calculus I	3	2	0	4
— —		Communication Core	3	0	0	3
— —		Humanities/Fine Arts Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	5	0	17

Term I

CHM 151	General Chemistry I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
MAT 271	Calculus I	3	2	0	4
— —	Communication Core	3	0	0	3
— —	Humanities/Fine Arts Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	5	0	17

Term II

MAT 272	Calculus II	3	2	0	4
PHY 251	General Physics I	3	3	0	4
— —	Composition Core	3	0	0	3
— —	History Core	3	0	0	3
— —	Literature Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	5	0	17

Term III

MAT 273	Calculus III	3	3	0	4
PED 110	Fit and Well for Life	1	2	0	2
PHY 252	General Physics II	3	3	0	4
— —	Social/Behavioral Science Core	3	0	0	3
— —	Social/Behavioral Science Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	8	0	16

Term IV

CHM 252	General Chemistry II	3	3	0	4
MAT 285	Differential Equations	3	0	0	3
— —	CIS or CSC	3	0	0	3
— —	Core or Professional	3	0	0	3
— —	PED Elective - activity course	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		12	6	0	15

Total Credit Hours: 65

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Engineering. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Science A10400 and your academic advisor for additional Core and Professional courses.

Required:

CHM 151

CHM 152 or 4 hours credit in mathematics, natural sciences, or computer science

PHY 251

PHY 252

MAT 271

MAT 272

MAT 273

MAT 285

One: CSC 134, CSC 136, or CSC 151

PED 110

PED activity course - 1 hour credit

Communication Core - 1 course

Recommended:

ECO 251

ECO 252

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Science - Pre-Major Mathematics

Associate in Science

A1040E

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

ENG 111	Expository Writing	3	0	0	3
---------	--------------------	---	---	---	---

MAT 175	Precalculus	4	0	0	4
MAT 175A	Precalculus Lab	0	2	0	1
_____	Communication Core	3	0	0	3
_____	Humanities/Fine Arts Core	3	0	0	3
_____	Social/Behavioral Science Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		16	2	0	17

Term II

MAT 271	Calculus I	3	2	0	4
PHY 251	General Physics I	3	3	0	4
_____	Composition Core	3	0	0	3
_____	History Core	3	0	0	3
_____	Literature Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	5	0	17

Term III

MAT 272	Calculus II	3	3	0	4
PHY 252	General Physics II	3	3	0	4
_____	CIS or CSC	3	0	0	3
_____	Humanities Core	3	0	0	3
_____	Social/Behavioral Science Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	6	0	17

Term IV

MAT 273	Calculus III	3	3	0	4
_____	Mathematics Professional	3	0	0	3
_____	Natural Science, Mathematics, or Comp Sc Core	3	2	0	4
_____	Social/Behavioral Science Core	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	5	0	14

Total Credit Hours: 65

Additional Information

This template has been developed by university and community college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Mathematics. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Science A10400 and your academic advisor for additional Core and Professional courses.

Required:

PHY 251

PHY 252

MAT 175

MAT 271

MAT 272

MAT 273

Mathematics Professional: MAT 280 or MAT 285

One: CSC 134, CSC 136, or CSC 151

Four additional hours mathematics, natural science, or computer science Core or Professional
 Three additional hours Humanities Core
 Three additional hours Social/Behavioral Science Core
 Communication Core - 1 course

See your academic advisor for an Individualized Learning Plan for this pre-major.

Associate in Science - Pre-Major Mathematics Education

Associate in Science A1040F

Day and Evening

POS Approved: Fall 2007

Course		Course Title	HOURS PER WEEK			
Prefix	Number		Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
ENG	111	Expository Writing	3	0	0	3
MAT	175	Precalculus	4	0	0	4
MAT	175A	Precalculus Lab	0	2	0	1
PSY	150	General Psychology	3	0	0	3
_____	_____	Communication				
_____	_____	Core	3	0	0	3
_____	_____	Humanities/Fine				
		Arts Core	3	0	0	3
			16	2	0	17

Term II

MAT 271	Calculus I	3	2	0	4
---------	------------	---	---	---	---

PHY 251	General Physics I	3	3	0	4
PSY 241	Developmental Psychology	3	0	0	3
_____	Composition Core	3	0	0	3
_____	Literature Core	3	0	0	3
		15	5	0	17

Term III

EDU 216	Foundations in Education	3	2	0	4
MAT 272	Calculus II	3	3	0	4
PHY 252	General Physics II	3	3	0	4
_____	History Core	3	0	0	3
		12	8	0	15

Term IV

MAT 273	Calculus III	3	3	0	4
_____	CIS or CSC	3	0	0	3
_____	Humanities Core	3	0	0	3
_____	Mathematics Professional	3	0	0	3
_____	Social/Behavioral Science Core	3	0	0	3
		15	3	0	16

Total Credit Hours: 65

Additional Information

This template has been developed by university and community-college faculty as a blueprint for guiding community colleges in developing programs for students who intend to major in Mathematics Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

See Associate in Science A10400 and your academic advisor for additional Core and Professional courses.

Required:

PSY 150

PSY 241

PHY 251 & PHY 252

MAT 175

MAT 271

MAT 272

MAT 273

EDU 216

Mathematics Professional: MAT 280 or MAT 285

Computer Science: CSC 120, CSC 134, CSC 136,
or CSC 151

General Education Humanities: 3 hours credit
above General Education Core

General Education Social/Behavioral Science: 3
hours credit above General Education Core

Communication Core

See your academic advisor for an Individualized
Learning Plan for this pre-major.

Autobody Repair

Curriculum Description

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D60100

Day and Evening

POS Approved: Fall 2002

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

AUB 121	Non-Structural Damage I	1	4	0	3
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 136	Plastics & Adhesives	1	4	0	3
AUB 150	Automotive Detailing	1	3	0	2
AUB 160	Body Shop Operations	1	0	0	1
AUB 162	Autobody Estimating	1	2	0	2
		7	19	0	15

Term II

AUB 111	Painting & Refinishing I	2	6	0	4
AUB 131	Structural Damage	2	4	0	4
AUB 132	Structural Damage II	2	6	0	4
AUB 134	Autobody MIG Welding	1	4	0	3
		7	20	0	15

Term III

AUB 112	Painting & Refinishing II	2	6	0	4
AUB 114	Special Finishes	1	2	0	2
ENG 101	Applied Communications I	3	0	0	3
MAT 101	Applied Mathematics I	3	0	0	3
		9	8	0	12

Total Credit Hours: 42

Autobody Repair – Non-Structural Damage

Certificate

C60100ND

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

AUB 121	Non-Structural Damage I	1	4	0	3
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 136	Plastics & Adhesives	1	4	0	3
AUB 162	Autobody Estimating	1	2	0	2
		5	17	0	12

Total Credit Hours: 12

Autobody Repair – Painting and Finishing

Certificate

C60100PF

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
AUB	150	Automotive Detailing	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
			1	3	0	2

Term II

AUB	111	Painting & Refinishing I	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
			2	6	0	4

Term III

AUB	112	Painting & Refinishing II	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
AUB	114	Special Finishes	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			3	8	0	6

Total Credit Hours: 12

Autobody Repair – Structural Damage

Certificate

C60100SD

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

AUB	160	Autobody Operations	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			1	0	0	1

Term II

AUB	131	Structural Damage I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
AUB	132	Structural Damage II	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
AUB	134	Autobody MIG Welding	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
			5	14	0	11

Total Credit Hours: 12

Automotive Systems Technology

Curriculum Description

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A60160
Day
POS Approved: Fall 2007

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours
Term I					
AUT	110	Intro to Auto Technology	2	2	0 3
AUT	116	Engine Repair	2	3	0 3
AUT	116A	Engine Rapair Lab	0	3	0 1
AUT	161	Basic Auto Electricity	4	3	0 5
MAT	115	Mathematical Models	2	2	0 3
			10	13	0 15

Term II					
AUT	141	Suspension & Steering Systems	2	3	0 3
AUT	141A	Suspension & Steering Systems Lab	0	3	0 1
AUT	151	Brake Systems	2	2	0 3
AUT	163	Advance Auto Electricity	2	3	0 3
AUT	114	Safety and Emissions	1	2	0 2
PHY	122	Applied Physics II	3	2	0 4
			10	15	0 16

Term III					
AUT	171	Auto Climate Control	2	4	0 4
AUT	181	Engine Performance 1	2	3	0 3
AUT	181A	Engine Performance 1 Lab	0	3	0 1
AUT	283	Advance Auto Electronics	2	2	0 3
ENG	111	Expository Writing	3	0	0 3
			9	12	0 14

Term IV					
AUT	183	Engine Performance 2	2	6	0 4
AUT	231	Manual Trans/Axles/dtrains	2	4	0 4
AUT	113	Automotive Servicing 1	0	6	0 2
OR					
COE	112	Co-op Work Experience 1	(0)	(0)	(20) (2)
COM	321	Public Speaking*	3	0	0 3
OR					
ENG	115	Oral Communication	(3)	(0)	(0) (3)
			7	16	20 13
			(7)	(10)	(20) (13)

Term V					
AUT	213	Automotive Servicing 2	1	3	0 2
OR					
COE	122	Co-op Work Experience 2	(0)	(0)	(20) (2)
AUT	221	Auto Transm/Transaxles	2	3	0 3
AUT	285	Intro to Alternate Fuel	2	2	0 3

PSY 118	Interpersonal Psychology	3	0	0	3
	OR				
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
— —	Humanities/Fine Arts Elective	3	0	0	3
		11	8	0	14
		(10)	(5)	(20)	(14)

Total Credit Hours: 76

Additional Information

The Automotive Systems Technology program at Forsyth Tech is certified by the National Automotive Technician Education Foundation (NATEF). Per NATEF recommendations, students are required to purchase his/her own tool set to take this course of study.

Humanities/Fine Arts Elective - Select one: ART 111, ENG 125, HUM 110, HUM 115, HUM 170, HUM 220, MUS 110, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Automotive Systems Technology

Diploma

D60160

Evening

AUT 114A	Safety and Emissions Lab	0	3	0	1
AUT 151	Brake Systems	2	2	0	3
AUT 161	Basic Auto Electricity	4	3	0	5
ENG 101	Applied Communications	3	0	0	3
		10	9	0	14

Term III

AUT 171	Auto Climate Control	2	4	0	4
AUT 181	Engine Performance	1	2	3	0
AUT 181A	Engine Performance	1			
	Lab	0	3	0	1
		4	10	0	8

Term IV

AUT 141	Suspension & Steering Systems	2	3	0	3
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 183	Engine Performance	2	2	6	0
		6	11	0	10

Total Credit Hours: 44

Additional Information

The Automotive Systems Technology program at Forsyth Technical Community College is certified by the National Automotive Technician Education Foundation (NATEF). Per NATEF recommendations, students are required to purchase his/her own tool set to take this course of study.

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours

Term I

AUT 110	Intro to Auto Technology	2	2	0	3
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
MAT 101	Applied Mathematics	2	2	0	3
		6	10	0	10

Term II

AUT 114	Safety and Emissions	1	2	0	2
---------	----------------------	---	---	---	---

Automotive Systems Technology/Race Car Performance

Curriculum Description

Race Car Performance is a concentration under the curriculum title Automotive Systems Technology. The curriculum is designed to train students to build and maintain all aspects of a racing vehicle. Blueprint reading and basic welding skills will also be taught.

Course work includes racing engine assembly, racing engine preparation, chassis fabrication, sheet metal fabrication, blueprint reading, welding, race car set-up, record keeping of race car performance and other related topics. Students will develop skills through classroom and shop/lab activities.

Graduates should qualify for employment as an entry level engine preparation specialist, engine assembly specialist, chassis fabricator and welder, chassis set-up technician, interior sheet metal fabricator and general race car preparation technician.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A6016A

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

AUT 141	Suspension & Steering Systems	2	4	0	4
AUT 151	Brake Systems	2	2	0	3
AUT 161	Electrical Systems	2	6	0	4

MAT 115	Mathematical Models	2	2	0	3
WLD 110	Cutting Processes	1	3	0	2
		9	17	0	16

Term II

AUT 115	Engine Fundamentals	2	3	0	3
AUT 116	Engine Repair	1	3	0	2
AUT 164	Automotive Electronics	2	2	0	3
AUT 181	Engine Performance - Electrical	2	3	0	3
AUT 183	Engine Performance - Fuels	2	3	0	3
MEC 111	Machine Processes 1	1	4	0	3
		10	18	0	17

Term III

AUT 134	Autobody MIG Welding	1	4	0	3
AUT 251	Introduction to Racing	3	0	0	3
AUT 171	Heating & Air Conditioning	2	3	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		9	7	0	12

Term IV

AUT 252	Racing Engine Preparation	3	9	0	6
AUT 253	Race Engine Accessories	2	4	0	4
ENG 115	Oral Communication	3	0	0	3
—	Humanities/Fine Arts Elective	3	0	0	3
		11	13	0	16

Term V

AUT 254	Chassis Fabrication	2	9	0	5
AUT 255	Sheet Metals Fabrication	1	3	0	2
AUT 256	Set up the Race Car	3	6	0	5
ENG 111	Expository Writing	3	0	0	3
		9	18	0	15

Total Credit Hours: 76

Additional Information

Humanities/Fine Arts Elective - Select one: ART 111, ENG 125, HUM 110, HUM 115, HUM 170, HUM 220, MUS 110, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Basic Law Enforcement Training

Curriculum Description

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Certificate

C55120

Day and Evening

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CJC	100	Basic Law Enforcement Trn	9	30	0	19
			9	30	0	19

Total Credit Hours: 19

Biomedical Equipment Technology

Instructional Service Agreement with Caldwell Community College and Technical Institute

Curriculum Description

The Biomedical Equipment Technology curriculum prepares individuals to install, operate, troubleshoot, and repair sophisticated devices and instrumentation used in the health care delivery system. Emphasis is placed on preventive and safety inspections to ensure biomedical equipment meets local and national safety standards.

Course work provides a strong foundation in mathematics, physics, electronics, anatomy, physiology, and troubleshooting techniques. Some courses will include job experience and job shadowing, as well as people skills and communication, both in written and oral form.

Graduates should qualify for employment opportunities in hospitals, clinics, clinical laboratories, shared service organizations, and manufacturers' field service. With an AAS degree and two years experience, an individual should be able to become a certified Biomedical Equipment Technician.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A50100

Day

POS Approved: Fall 2007

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

BMT	111	Intro to Biomedical Field	1	0	0	1
-----	-----	---------------------------	---	---	---	---

COM	120	Intro Interpersonal Com	3	0	0	3
ELC	127	Software for Technicians	1	2	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELC	131A	DC/AC Circuit Analysis Lab	0	3	0	1
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra and Trigonometry I	2	2	0	3
			14	10	0	18

Term II

BMT	120	Biomedical Anatomy & Physiology	2	2	0	3
NET	110	Local Area Networks	2	2	0	3
ELN	131	Semiconductor Applications	3	3	0	4
PHY	131	Physics - Mechnics	3	2	0	4
PSY	118	Interpersonal Psychology	3	0	0	3
			13	9	0	17

Term III

ENG	114	Prof Research and Reporting	3	0	0	3
ELN	133	Digital Electronics	3	3	0	4
—	—	Humanities/Fine Arts Elective	3	0	0	3
			9	3	0	10

Term IV

BMT	112	Hospital Safety and Standards	2	2	0	3
BMT	211	Biomedical Measurements	2	2	0	3
BMT	212	BMET Instrumentation	3	6	0	5
BMT	223	Imaging Tech / Laser Fund	3	2	0	4
ELN	232	Intro to Microprocessors	3	3	0	4
			13	15	0	19

Term V

BMT	213	BMET Instrumentation	2	3	0	3
BMT	225	Biomedical Troubleshooting	1	4	0	3

COE 112	Co-op Work				
	Experience	0	0	20	2
COE 115	Work Experience				
	Seminar	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		4	7	20	9

Total Credit Hours: 73

Additional Information

This program is a colabration agreement with Caldwell Community College and Technical Institute. Students will take the first three semester at Forsyth Tech and the last two semesters at CCCTI.

BMT 111 is a one-day introductory course taught at CCCTI before the start of the first semester. It must be completed before starting the program. BMT 120 can be taken online from CCCTI.

Biotechnology

Curriculum Description

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A20100

Day and Evening

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
BIO	111	General Biology I	3	3	0	4
CHM	131	Introduction to Chemistry	3	0	0	3
AND						
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
OR						
CHM	151	General Chemistry I	(3)	(3)	(0)	(4)
CIS	110	Introduction to Computers	2	2	0	3

OR

CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)	
ENG	111	Expository Writing	3	0	0	3	
MAT	110	Mathematical Measurement	2	2	0	3	

OR

MAT	115	Mathematical Models	(2)	(2)	(0)	(3)	
-----	-----	---------------------	-----	-----	-----	-----	--

OR

MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
-----	-----	------------------	-----	-----	-----	-----	--

OR

MAT	175	Precalculus*	(4)	(0)	(0)	(4)	
			13	10	0	17	

Term II

BIO	112	General Biology II	3	3	0	4	
CHM	132	Organic Chemistry	3	3	0	4	
MAT	151	Statistics I	3	3	0	4	

AND

MAT	151A	Statistics Lab	0	2	0	1	
PSY	118	Interpersonal Psychology	3	0	0	3	

OR

PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
			12	11	0	16	

Term III

BTC	181	Basic Lab Techniques	3	3	0	4	
WEB	110	Inter/Web Fundamentals	2	2	0	3	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
—	—	Technical Specialty Elective	**	**	**	**	
—	—	Technical Specialty Elective	**	**	**	**	

Term IV

BIO	285	Research & Measurements	2	4	0	4	
BTC	288	Biotech Lab Experience	0	6	0	2	
OR							
COE	111	Co-op Work Experience I	(0)	(0)	(10)	(1)	

OR

COE 112	Co-op Work				
	Experience II	(0)	(0)	(20)	(2)
COM 231	Public Speaking*	3	0	0	3
	OR				
ENG 112	Argument-Based				
	Research	(3)	(0)	(0)	(3)
	OR				
ENG 114	Prof Research &				
	Reporting*	(3)	(0)	(0)	(3)
_____	Technical Specialty				
	Elective	**	**	**	**
_____	Technical Specialty				
	Elective	**	**	**	**
		**	**	**	**

Total Credit Hours: 64 - 76

Additional Information

Technical Specialty Electives - Select a minimum of 15 credit hours: BIO 250, BIO 275, BTC 150, BTC 250, BTC 270, BTC 281, BTC 282, BTC 283, BTC 285, BTC 286, CHM 263

Humanities/Fine Arts Elective - Select one: HUM 110, HUM 220, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

**Hours vary depending on course selection.

Business Administration

Curriculum Description

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25120
Day
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)

OR

MAT 161	College Algebra*	(3)	(0)	(0)	(3)
OST 131	Keyboarding	1	2	0	2
		12	4	0	14
		(13)	(2)	(0)	(14)

Term II

BUS 116	Business Law II	3	0	0	3
BUS 137	Principles of Management*	3	0	0	3
CIS 110	Introduction to Computers*	2	2	0	3

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
OR					
OST 137	Office Software Applications	(1)	(2)	(0)	(2)
ENG 114	Prof Research & Reporting	3	0	0	3
INT 110	International Business	3	0	0	3
		14	2	0	15
		(13)	(2)	(0)	(14)

Term III

ECO 251	Prin of Microeconomics*	3	0	0	3
OR					
ECO 252	Prin of Macroeconomics*	(3)	(0)	(0)	(3)
COM 120	Intro Interpersonal Com*	3	0	0	3

OR

COM 231	Public Speaking*	(3)	(0)	(0)	(3)
OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
—	Business Elective	**	**	0	3
		6+	0+	0	9
		(6+)	(0+)	(0)	(9)

Term IV

ACC 120	Prin of Financial Acct	3	2	0	4
CTS 130	Spreadsheet	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3

OR

PSY	150	General Psychology*	(3)	(0)	(0)	(3)
—	—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	4	0	16
			(14)	(4)	(0)	(16)

Term V

ACC	121	Prin of Managerial Acct	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
BUS	125	Personal Finance	3	0	0	3
		OR				
BUS	225	Business Finance	(2)	(2)	(0)	(3)
BUS	270	Professional Development	3	0	0	3
LOG	110	Introduction to Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	4	0	16
			(13)	(6)	(0)	(16)

Total Credit Hours: 69 - 70

Additional Information

Business Electives – Select one: ACC 225, BUS 230, CTS 230, DBA 112, ECM 210, MKT 223, or WEB 110

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 115, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110.

Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Business Administration

Associate in Applied Science

A25120

Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

BUS	110	Introduction to Business	3	0	0	3
-----	-----	--------------------------	---	---	---	---

BUS	115	Business Law I	3	0	0	3
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	0	9

Term II

BUS	116	Business Law II	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3

OR

MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
-----	-----	------------------------	-----	-----	-----	-----

OR

MAT	161	College Algebra*	(3)	(0)	(0)	(3)
OST	131	Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			6	4	0	8
			(7)	(2)	(0)	(8)

Term III

BUS	137	Principles of Management	3	0	0	3
-----	-----	--------------------------	---	---	---	---

CIS	110	Introduction to Computers*	2	2	0	3
-----	-----	----------------------------	---	---	---	---

OR

CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
-----	-----	-------------------	-----	-----	-----	-----

OR

OST	137	Office Software Applications	(1)	(2)	(0)	(2)
-----	-----	------------------------------	-----	-----	-----	-----

INT	110	International Business	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	2	0	8
			(8)	(2)	(0)	(9)

Term IV

ECO	251	Principles of Microeconomics	3	0	0	3
-----	-----	------------------------------	---	---	---	---

OR

ECO	252	Principles of Macroeconomics*	(3)	(0)	(0)	(3)
-----	-----	-------------------------------	-----	-----	-----	-----

ENG	114	Prof Research & Reporting	3	0	0	3
—	—	Business Elective	<u>**</u>	<u>**</u>	<u>0</u>	<u>3</u>

			6+	0+	0	9
			(6+)	(0+)	(0)	(9)

Term V

ACC	120	Prin of Financial Acct	3	2	0	4
CTS	130	Spreadsheet	2	2	0	3

COM	120	Intro Interpersonal Com*	3	0	0	3
-----	-----	--------------------------	---	---	---	---

OR

COM	231	Public Speaking*	(3)	(0)	(0)	(3)
-----	-----	------------------	-----	-----	-----	-----

OR

ENG 115	Oral Communication	(3)	(0)	(0)	(3)
		8	4	0	10
		(8)	(4)	(0)	(10)

Term VI

MKT 120	Principles of Marketing	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3

OR

PSY 150	General Psychology*	(3)	(0)	(0)	(3)
—	Humanities/Fine Arts Elective	3	0	0	3
		9	0	0	9

Term VII

ACC 121	Prin of Managerial Acct	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
		5	4	0	7

Term VIII

BUS 125	Personal Finance	3	0	0	3
	OR				
BUS 225	Business Finance	(2)	(2)	(0)	(3)
BUS 270	Professional Development	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
		9	0	0	9
		(8)	(2)	(0)	(9)

Total Credit Hours: 69 - 70**Additional Information**

Business Electives – Select one: ACC 225, BUS 230, CTS 230, DBA 112, ECM 220, MKT 223, or WEB 110

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 115, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Business Administration - Customer Service**Certificate**

C25120C

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS 110	Introduction to Computers*	2	2	0	3
---------	----------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
---------	-------------------	-----	-----	-----	-----

OR

OST 137	Office Software Applications	(1)	(2)	(0)	(2)
---------	------------------------------	-----	-----	-----	-----

COM 120	Intro Interpersonal Com*	3	0	0	3
---------	--------------------------	---	---	---	---

OR

COM 231	Public Speaking*	(3)	(0)	(0)	(3)
---------	------------------	-----	-----	-----	-----

OR

ENG 115	Oral Communication	(3)	(0)	(0)	(3)
		5	2	0	6
		(4)	(2)	(0)	(5)

Term II

BUS 270	Professional Development	3	0	0	3
---------	--------------------------	---	---	---	---

MAT 115	Mathematical Models	2	2	0	3
---------	---------------------	---	---	---	---

OR

MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
---------	------------------------	-----	-----	-----	-----

OR

MAT 161	College Algebra*	(3)	(0)	(0)	(3)
---------	------------------	-----	-----	-----	-----

MKT 223	Customer Service	3	0	0	3
		8	2	0	9
		(9)	(0)	(0)	(9)

Total Credit Hours: 14 - 15**Additional Information**

Customer Service is a certificate under the Business Administration program. This program provides a broad foundation of communication and interpersonal skills designed to prepare the individual for customer contact roles within a business organization.

Employment opportunities include customer services representative, customer services manager, credit and collection specialist, retail sales, authorization analyst, telephone sales representative in both service and production-oriented businesses, and call center customer representative.

Business Administration/ Electronic Commerce

Curriculum Description

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, and basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life-long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science
A25121
Day
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	Class	HOURS PER WEEK			
				Lab/ Shop	Clinical/ Co-op	Credit Hours	
Term I							
ACC	120	Prin of Financial Acct	3	2	0	4	
BUS	110	Introduction to Business	3	0	0	3	
ECO	251	Prin of Microeconomics	3	0	0	3	
OR							

ECO	252	Prin of Macroeconomics	(3)	(0)	(0)	(3)	
ENG	111	Expository Writing	3	0	0	3	
MAT	115	Mathematical Models	2	2	0	3	
OR							
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
OR							
MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
			14	4	0	16	
			(15)	(2)	(0)	(16)	

Term II

CIS	110	Introduction to Computers*	2	2	0	3	
OR							
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)	
OR							
OST	137	Office Software Applications	(1)	(2)	(0)	(2)	
ECM	168	Electronic Business	2	2	0	3	
ECM	210	Intro to Electronic Commerce	2	2	0	3	
ENG	114	Prof Research & Reporting	3	0	0	3	
MKT	120	Principles of Marketing	3	0	0	3	
WEB	140	Web Development Tools	2	2	0	3	
			13	8	0	17	
			(14)	(8)	(0)	(18)	

Term III

WEB	110	Internet/Web Fundamentals	2	2	0	3	
WEB	210	Web Design	2	2	0	3	
DBA	110	Database Concepts	2	3	0	3	
			6	7	0	9	

Term IV

BUS	115	Business Law I	3	0	0	3	
BUS	137	Principles of Management	3	0	0	3	
COM	120	Intro Interpersonal Com*	3	0	0	3	
OR							
COM	231	Public Speaking*	(3)	(0)	(0)	(3)	
OR							
ENG	115	Oral Communication	(3)	(0)	(0)	(3)	

ECM 220	Electronic Commerce Plan & Implem	2	2	0	3
WEB 250	Database Driven Websites	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		13	4	0	15

Term V

ECM 230	Capstone Project	1	6	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	OR				
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
WEB 285	Emerging Web Technologies	2	2	0	3
—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	8	0	12

Total Credit Hours: 69 - 70

Additional Information

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 232, ENG 241, ENG 262, ENG 273, HUM 110, HUM 115, MUS 110, or PHI 215.
Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Business Administration/ Electronic Commerce

Associate in Applied Science

A2512I
Evening

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
ACC 120	Prin of Financial Acct		3	2	0	4
WEB 140	Web Development Tools		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			5	4	0	7

Term II

ECO 251	Principles of Microeconomics*	3	0	0	3
	OR				
ECO 252	Principles of Macroeconomics*	(3)	(0)	(0)	(3)
MAT 115	Mathematical Models	2	2	0	3
	OR				
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
	OR				
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
		5	2	0	6
		(6)	(0)	(0)	(6)

Term III

BUS 115	Business Law I	3	0	0	3
ENG 111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Term IV

BUS 137	Principles of Management	3	0	0	3
ECM 168	Electronic Business	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	2	0	6

Term V

CIS 110	Introduction to Computers*	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
	OR				
OST 137	Office Software Applications	(1)	(2)	(0)	(2)
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	2	0	6
		(4)	(2)	(0)	(5)

Term VI

BUS 110	Introduction to Business	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	OR				
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		6	0	0	6

Term VII

ECM 210	Intro to Electronic-Commerce	2	2	0	3
WEB 110	Internet/Web Fundamentals	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6

possible electives.

*This course is recommended for students transferring to a four-year university.

Term VIII

MKT 120	Principles of Marketing	3	0	0	3
WEB 210	Web Design	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	2	0	6

Term IX

DBA 110	Database Concepts	2	3	0	3
COM 120	Interpersonal Communication*	3	0	0	3
	OR				
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
	OR				
ENG 115	Oral Communication	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
		5	3	0	6

Term X

ECM 220	Electronic Commerce Plan & Implem	2	2	0	3
WEB 250	Database Driven Websites	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6

Term XI

ECM 230	Capstone Project	1	6	0	3
WEB 285	Emerging Web Technologies	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		3	8	0	6

Term XII

—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3

Total Credit Hours: 69 - 70**Additional Information**

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 232, ENG 241, ENG 262, ENG 273, HUM 110, HUM 115, MUS 110, or PHI 215.
Consult an academic advisor concerning other

Business Administration/ International Business

Curriculum Description

International Business is a concentration under the curriculum title of Business Administration. This curriculum prepares individuals for positions in international business through studies in business, social science, foreign language, and specialized courses in international marketing, law, economics, and trade practices.

Students will be expected to demonstrate language skills; a knowledge of geographic, political, and cultural differences; the ability to process import/export documentation; and a knowledge of international economics and business practices.

Employment opportunities are available in import/export departments, freight forwarder companies, customs house brokerage firms, international banking, state and federal government organizations, world organizations, and other internationally active businesses.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A2512D
Day
POS Approved: Fall 2007

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
BUS 115	Business Law I	3	0	0	3
ECO 251	Prin of Microeconomics*	3	0	0	3
OR					

ECO 252	Prin of Macroeconomics*	(3)	(0)	(0)	(3)
ENG 111	Expository Writing	3	0	0	3
INT 110	International Business	3	0	0	3
_____	Business Elective	**	**	**	**
		**	**	**	**

Term II

CIS 110	Introduction to Computers*	2	2	0	3
OR					
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
OR					
OST 137	Office Software Applications	(1)	(2)	(0)	(2)
ENG 114	Prof Research & Reporting	3	0	0	3
INT 230	International Law	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	(3)	(0)	(0)	(3)
_____	Business Elective	**	**	**	**
		**	**	**	**

Term IV

BUS 137	Principles of Management	3	0	0	3
INT 115	Global Communications	3	0	0	3
INT 220	International Economics	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
SPA 111	Elementary Spanish I	3	0	0	3
		17	2	0	18
		(18)	(0)	(0)	(18)

Term V

ACC 270	International Accounting	3	0	0	3
COM 120	Intro Interpersonal Com*	3	0	0	3
OR					
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
INT 210	International Trade	3	0	0	3
MKT 224	International Marketing	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
— —	Humanities/Fine Arts Elective	3	0	0	3
		18	0	0	18

Total Credit Hours: 72 - 73**Additional Information**

Business Electives – Select two: ACC 121, ACC 129, BUS 116, BUS 225, BUS 270, CTS 130, INT 180, WEB 110

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 120, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult your academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university

** Hours vary depending on course selection.

Business Administration/ International Business

Associate in Applied Science

A2512D

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
---------	------------------------	---	---	---	---

INT 110	International Business	3	0	0	3
		6	2	0	7

Term II

LOG 110	Introduction to Logistics	3	0	0	3
MKT 224	International Marketing	3	0	0	3
		6	0	0	6

Term III

BUS 115	Business Law I	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
		6	0	0	6

Term IV

INT 230	International Law	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
		6	0	0	6

Term V

ECO 251	Prin of Microeconomics*	3	0	0	3
OR					
ECO 252	Prin of Macroeconomics*	(3)	(0)	(0)	(3)
SPA 112	Elementary Spanish II	3	0	0	3
		6	0	0	6

Term VI

MKT 120	Principles of Marketing	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		6	0	0	6

Term VII

INT 220	International Economics	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
— —	Business Elective	**	**	**	**
		**	**	**	**

Term VIII

ACC 270	International Accounting	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
		6	0	0	6

Term IX

COM 120	Intro Interpersonal Com*	3	0	0	3
	OR				
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
	OR				
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
	Humanities/Fine Arts Elective	3	0	0	3
		6	0	0	6

Term X

BUS 137	Principles of Management	3	0	0	3
INT 115	Global Communications	3	0	0	3
		6	0	0	6

Term XI

CIS 110	Introduction to Computers*	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
	OR				
OST 137	Office Software Applications	(1)	(2)	(0)	(2)
INT 210	International Trade	3	0	0	3
	Business Elective	**	**	**	**
		**	**	**	**

Total Credit Hours: 72 - 73

Additional Information

Business Electives – Select two: ACC 121, ACC 120, BUS 116, BUS 225, BUS 270, CTS 130, INT 180, WEB 110

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 120, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110.
Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university

** Hours vary depending on course selection.

Business Administration/
International Business

Certificate

C2512D

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

BUS 115	Business Law I	3	0	0	3
INT 110	International Business	3	0	0	3
INT 210	International Trade	3	0	0	3
		9	0	0	9

Term II

INT 115	Global Communications	3	0	0	3
INT 230	International Law	3	0	0	3
MKT 224	International Marketing	3	0	0	3
		9	0	0	9

Total Credit Hours: 18

Business Administration/ Logistics Management

Curriculum Description

Logistics Management is a concentration under the curriculum title of Business Administration. This curriculum prepares students for careers in transportation and warehousing through the study of the principles of organization and management in logistics.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in transportation, warehousing, inventory control, material handling, computerization, and federal transportation and OSHA regulations are emphasized.

Graduates should qualify for employment in logistics-related jobs such as material handling foreman, transportation supervisor, traffic manager, warehouse manager, and inventory control manager.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A2512E

Day and/or Online

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

BUS	115	Business Law I	3	0	0	3	
BUS	137	Principles of Management	3	0	0	3	
ECO	251	Prin of Microeconomics*	3	0	0	3	

OR

ECO	252	Prin of Macroeconomics*	(3)	(0)	(0)	(3)	
ENG	111	Expository Writing	3	0	0	3	
LOG	110	Introduction to Logistics	3	0	0	3	
MAT	115	Mathematical Models	2	2	0	3	

OR

MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
-----	-----	------------------------	-----	-----	-----	-----	--

OR

MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
			17	2	0	18	
			(18)	(0)	(0)	(18)	

Term II

CIS	110	Introduction to Computers*	2	2	0	3	
-----	-----	----------------------------	---	---	---	---	--

OR

CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)	
-----	-----	-------------------	-----	-----	-----	-----	--

OR

OST	137	Office Software Applications	(1)	(2)	(0)	(2)	
-----	-----	------------------------------	-----	-----	-----	-----	--

COM	120	Intro Interpersonal Com*	3	0	0	3	
-----	-----	--------------------------	---	---	---	---	--

OR

COM	231	Public Speaking*	(3)	(0)	(0)	(3)	
-----	-----	------------------	-----	-----	-----	-----	--

OR

ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)	
-----	-----	----------------------------	-----	-----	-----	-----	--

OR

ENG	115	Oral Communications	(3)	(0)	(0)	(3)	
-----	-----	---------------------	-----	-----	-----	-----	--

LOG	120	Global Logistics	3	0	0	3	
-----	-----	------------------	---	---	---	---	--

LOG	210	Fleet Management	3	0	0	3	
-----	-----	------------------	---	---	---	---	--

—	—	Business Elective	**	**	**	**	
			**	**	**	**	

Term III

CTS	130	Spreadsheet	2	2	0	3	
-----	-----	-------------	---	---	---	---	--

LOG	215	Supply Chain Management	3	0	0	3	
-----	-----	-------------------------	---	---	---	---	--

MKT	120	Principles of Marketing	3	0	0	3	
			8	2	0	9	

Term IV

ACC	120	Prin of Financial Acct	3	2	0	4	
-----	-----	------------------------	---	---	---	---	--

INT	110	International Business	3	0	0	3	
-----	-----	------------------------	---	---	---	---	--

LOG	220	Logistics Management	3	0	0	3	
-----	-----	----------------------	---	---	---	---	--

LOG 230	Transportation Management	3	0	0	3
LOG 240	Purchasing Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	0	16

Term V

BUS 231	Computerized Inventory	2	2	0	3
BUS 270	Professional Development	3	0	0	3
MKT 224	International Marketing	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	OR				
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	0	15

Total Credit Hours: 72 - 74

Additional Information

Business Elective – Select one: ACC 121, BUS 110, BUS 225, BUS 230, CIS 165, CTS 230, DBA 112, MKT 223, or WEB 110

Humanities/Fine Arts Elective – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 115, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

** Hours vary depending on course selection.

Cardiovascular Sonography

Curriculum Description

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions. Individuals entering this program must have an A.A.S. degree in a health field or a bachelor's degree in any field.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45160AE

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

BIO	163	Basic Anat & Physiology	4	2	0	5
PHY	110	Conceptual Physics	3	0	0	3

PHY	110A	Conceptual Physics Lab	0	1	0	1
MAT	115	Mathematical Models	2	2	0	3
OR						
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
CVS	160	CVS Clinical Ed I	0	0	15	5
CVS	163	Echo I	3	2	0	4
			13	5	15	21

Term II

CVS	161	CVS Clinical Ed I	0	0	24	8
CVS	164	Echo II	3	2	0	4
ENG	111	Expository Writing	3	0	0	3
SON	111	Sonographic Physics	3	3	0	4
			9	5	24	19

Term III

CVS	279	Cardiovascular Physics	3	2	0	4
CVS	162	CVS Clinical Ed III	0	0	15	5
—	—	English Option	3	0	0	3
			6	2	15	12

Term IV

CVS	260	CVS Clinical Ed IV	0	0	24	8
—	—	Humanities/Fine Arts Elective	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SON	250	Vascular Sonography	1	3	0	2
			10	3	24	16

Term V

CVS	261	CVS Clinical Ed V	0	0	24	8
			0	0	24	8

Total Credit Hours: 76

Additional Information

Additional admissions requirements:

1. Biology, algebra, and physics recommended.
2. A grade of C or better in all required related and program specific courses is mandatory for admission and progression in the Cardiovascular Sonography program.
3. Completion of the Forsyth Tech Student Medical Form.

Program Information

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or nonhealth field. The Admissions Office can provide additional information on the selection process. Readmission may be possible but requires reapplying and approval by the college.

English Option – Select one: COM 120*, COM 231*, ENG 112*, ENG 113*, ENG 114*, or ENG 115

Humanities/Fine Arts Electives – Select one: ART 111, HUM 110, HUM 115, HUM 120, HUM 160, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Criminal Background Checks/Drug Screening

Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards may prohibit eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.

*This course is recommended for students transferring to a four-year university.

Cardiovascular Sonography - Adult Echocardiography

Diploma

D45160AE
Day

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/ Clinical/ Shop	Credit Hours

Term I

BIO 163	Basic Anat and Physiology	4	2	0	5
---------	---------------------------	---	---	---	---

CVS 160	CVS Clinical Ed I	0	0	15	5
CVS 163	Echo I	3	2	0	4
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	3	0	0	3

OR

MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
---------	------------------------	-----	-----	-----	-----

OR

MAT 161	College Algebra*	(3)	(0)	(0)	(3)
		13	4	15	20

Term II

CVS 161	CVS Clinical Ed II	0	0	24	8
CVS 164	Echo II	3	2	0	4
SON 111	Sonographic Physics	3	3	0	4
		6	5	24	16

Term III

CVS 162	CVS Clinical Ed III	0	0	15	5
CVS 279	Cardiovascular Physics	3	2	0	4
_____	English Option	3	0	0	3
		6	2	15	12

Total Credit Hours: 48

Additional Information

1. Completion of high school or college credits in biology, chemistry, and algebra. Successful completion of a physics course prior to the first semester of program enrollment is recommended.
2. A grade of C or better in all required related and program specific courses is mandatory for admission and progression in Cardiovascular Sonography - Adult Echocardiography.
3. Completion of the Forsyth Tech Student Medical Form.
4. Associates of Allied Health or a Bachelor's degree is required.

Program Information

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional

information on the selection process. Readmission may be possible but requires reapplying and approval by the college.

English Option – Select one: COM 120*, COM 231*, ENG 112*, ENG 113*, ENG 114*, or ENG 115

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Carpentry

Curriculum Description

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

The following represents one way in which the program of study can be completed. It is not required, however, that the following courses be taken sequentially except in the case of courses that require a prerequisite.

Diploma

D35180
Day
POS Approved: Fall 2001

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours
Term I					
BPR	130	Blueprint Reading/Const	1	2	0 2
CAR	110	Introduction to Carpentry	2	0	0 2
CAR	111	Carpentry I	3	15	0 8
CAR	114	Residential Bldg Codes	3	0	0 3
			9	17	0 15

Term II

CAR	112	Carpentry II	3	15	0 8
CAR	115	Res Planning/Estimating	3	0	0 3

MAT	101	Applied Mathematics I	2	2	0 3
			8	17	0 14

Term III

CAR	113	Carpentry III	3	9	0 6
ENG	101	Applied Communications I	3	0	0 3
			6	9	0 9

Total Credit Hours: 38

Carpentry - Framing

Certificate

C35180
Day

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours
Term I					
CAR	111	Carpentry I	3	15	0 8
			3	15	0 8
Term II					
CAR	112	Carpentry II	3	15	0 8
			3	15	0 8

Total Credit Hours: 16

Computed Tomography and Magnetic Resonance Imaging Technology

Curriculum Description

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum, a specialty for radiographers, prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. *Individuals entering this curriculum must be registered or registry eligible radiologic technologists by the ARRT.*

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

The CT Imaging Technology Program offers three distinctly different post-degree, advanced-specialty certificates for the ARRT or NMTCB registered technologist to select from. Each certificate is completed over the course of two semesters and is targeted to a specific skill level within CT.

Students receive individualized instruction from Forsyth Tech's R.T.(R)(CT)(ARRT) registered instructors in both didactic and clinical practicum course work to gain the specialized knowledge and skill sets necessary to become a highly competent CT imaging professional.

The following represents one way in which the program of study can be completed. Students

who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Computed Tomography and Magnetic Resonance Imaging Technology - Distance Learning Non-Clinical - Spring Entry

Certificate

C45200DL

Online

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CAT	212	CT Sectional-Anatomy	3	0	0	3
CAT	215	CT Procedures	3	0	0	3
			6	0	0	6

Term II

CAT	210	CT Physics & Equipment	3	0	0	3
CAT	214	CT Pathology	3	0	0	3
			6	0	0	6

Total Credit Hours: 12

Additional Information

This certificate is intended for the ARRT or NMTCB registered technologist that has CT clinical experience and desires to complete their educational experience through a distance learning program. This certificate does not have a clinical component.

All potential/accepted Distance Learning Non-Clinical students are required to participate in a distance learning screening process and/or computer skills workshop.

Criminal Background Checks/Drug Screening

Clinical facilities may require criminal

background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.

Computed Tomography and Magnetic Resonance Imaging Technology - Distance Learning Non-Clinical - Summer Entry

Certificate

C45200DL

Online

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CAT	212	CT Sectional-Anatomy	3	0	0	3
CAT	215	CT Procedures	3	0	0	3
			6	0	0	6

Term II

CAT	210	CT Physics & Equipment	3	0	0	3
CAT	214	CT Pathology	3	0	0	3
			6	0	0	6

Total Credit Hours: 12

Additional Information

This certificate is intended for the ARRT or NMTCB registered technologist that has CT clinical experience and desires to complete their educational experience through a distance learning program. This certificate does not have a clinical component.

All potential/accepted Distance Learning Non-Clinical students are required to participate in a distance learning screening process and/or computer skills workshop.

Criminal Background Checks/Drug Screening

Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.

Computed Tomography and Magnetic Resonance Imaging Technology - Traditional Clinical

Certificate

C45200TC

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CAT	210	CT Physics & Equipment	3	0	0	3
CAT	210A	CT Physics & Equip Lab	0	2	0	1
CAT	212	CT Sectional Anat	3	0	0	3
CAT	221	CT Clinical Practicum	0	0	3	1
			6	2	3	8

Term II

CAT	214	CT Pathology	3	0	0	3
CAT	215	CT Procedures	3	0	0	3
CAT	224	CT Clinical Practicum	0	0	12	4
			6	0	12	10

Total Credit Hours: 18

Additional Information

This certificate is intended for the ARRT or NMTCB registered technologist that does not have CT clinical experience and desires to complete their educational experience through a traditional classroom program. This certificate

has a mandatory clinical component guaranteeing the clinical competency documentation needed to satisfy the American Registry of Radiologic Technologists (ARRT) requirement for Post-Primary Certification in CT.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsytech.edu.*

educational experience through a traditional classroom program. This certificate does not have a clinical component.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsytech.edu.*

Computed Tomography and Magnetic Resonance Imaging Technology - Traditional Non-Clinical

Certificate

C45200TN

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CAT	214	CT Pathology	3	0	0	3
CAT	215	CT Procedures	3	0	0	3
			6	0	0	6

Term II

CAT	210	CT Physics & Equipment	3	0	0	3
CAT	212	CT Sectional-Anatomy	3	0	0	3
			6	0	0	6

Total Credit Hours: 12

Additional Information

This certificate is intended for the ARRT or NMTCB registered technologist that has CT clinical experience and desires to complete their

Computer Engineering Technology

Curriculum Description

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Coursework includes mathematics, electronics, digital circuits, and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A40160

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELC	131A	DC/AC Circuit Analysis Lab	0	3	0	1
ELC	127	Software for				

		Technicians	1	3	0	2
EGR	131	Intro to Electronics Tech	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
			11	13	0	16

Term II

CET	111	Computer Upgrade and Repair I	2	3	0	3
ELN	131	Semiconductor Applications	3	3	0	4
MAT	122	Algebra/Trigonometry II	2	2	0	3
NOS	110	Operating Systems	2	3	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
		OR				
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			12	11	0	16

Term III

CET	222	Computer Architecture	2	0	0	2
ELN	132	Linear IC Applications	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
			8	6	0	10

Term IV

CET	211	Computer Upgrade/Repair II	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
ELN	232	Intro to Microprocessors	3	3	0	4
ELN	237	Local Area Networks	2	3	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
			12	12	0	16

Term V

CET	212	Integrated Mfg Systems	1	3	0	2
ELN	233	Microprocessor Systems	3	3	0	4
ELN	338	Advanced LANs	2	3	0	3
PHY	131	Physics - Mechanics	3	2	0	4
		Humanities/Fine Arts Elective	3	0	0	3
			12	11	0	16

Total Credit Hours: 74

Additional Information

Humanities/Fine Arts Electives - Select one: ART 111, ENG 125, ENG 273, HUM 110, HUM 115, HUM 160, HUM 220, MUS 110, PHI 215, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Computer Engineering Technology

Associate in Applied Science

A40160

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 131A	DC/AC Circuit Analysis Lab	0	3	0	1
EGR 131	Intro to Electronics Tech	1	2	0	2
MAT 121	Algebra/Trigonometry I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		7	10	0	11

Term II

CET 111	Computer Upgrade/Repair I	2	3	0	3
ELC 127	Software for Technicians	1	3	0	2
ELN 131	Semiconductor Applications	3	3	0	4
MAT 122	Algebra/Trigonometry II	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		8	11	0	12

Term III

ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		6	6	0	8

Term IV

CET 222	Computer Architecture	2	0	0	2
---------	-----------------------	---	---	---	---

ELN 232	Intro to Microprocessors	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
PHY 131	Physics - Mechanics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		11	5	0	13

Term V

CET 211	Computer Upgrade/Repair II	2	3	0	3
ELN 233	Microprocessor Systems	3	3	0	4
NOS 110	Operating Systems	2	3	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
		7	9	0	13

Term VI

CSC 134	C++ Programming	2	3	0	3
ELN 237	Local Area Networks	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		4	6	0	6

Term VII

CET 212	Integrated Mfg Systems	1	3	0	2
ELN 338	Advanced LANs	2	3	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	6	0	11

Total Credit Hours: 74

Additional Information

Humanities/Fine Arts Electives - Select one: ART 111, ENG 125, ENG 273, HUM 110, HUM 115, HUM 160, HUM 220, MUS 110, PHI 215, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Computer Information Technology

Curriculum Description

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25260

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit	Hours

Term I

CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
DBA	110	Database Concepts	2	3	0	3
MAT	115	Mathematics Models	2	2	0	3

OR

MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
NOS	110	Operating Systems Concepts	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
			11	10	0	15

Term II

CIS	115	Intro to Prog & Logic	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Admin I	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
—	—	Elective Group I	**	**	**	**
			**	**	**	**

Term III

CTS	115	Info Sys Business Concepts	3	0	0	3
CTS	118	IS Professional Comm	2	0	0	2
CTS	120	Hardware/Software Support	2	3	0	3
OST	131	Keyboarding	1	2	0	2
OR						
OST	132	Keyboarding Skill Building	(1)	(2)	(0)	(2)
			8	5	0	10

Term IV

CTS	285	Systems Analysis & Design	3	0	0	3
NET	110	Networking Concepts	3	0	0	3
OR						
NET	125	Networking Basics	(1)	(4)	(0)	(3)
WEB	110	Internet/Web Fundamentals	2	2	0	3
—	—	Elective Group I	**	**	**	**
—	—	Humanities/Fine Arts Elective	3	0	0	3
			**	**	**	**

Term V

COM	120	Intro Interpersonal Com*	3	0	0	3
OR						
COM	231	Public Speaking*	(3)	(0)	(0)	(3)
OR						

ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
CTS 289	Systems Support Project	1	4	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
_____	Elective Group II	**	**	**	**
_____	Elective Group II	**	**	**	**
		**	**	**	**

Total Credit Hours: 67 - 70

Additional Information

Elective Group 1 - Select two: CSC 139, CTS 130, CTS 155, CTS 220, CTS 250, CTS 287, GIS 111, HPC 110, OST 136

Elective Group 2 - Select two: COE 112, CTS 125, CTS 217, CTS 230, CTS 240, CTS 255, DBA 112, HPC 140, NOS 120, OST 236

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, HUM 110, HUM 115, HUM 160, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*Students transferring to a four-year university should take these courses.

**Hours will vary depending on course selection.

Computer Information Technology

Associate in Applied Science

A25260

Evening

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours

Term I

CIS 110	Introduction to Computers*	2	2	0	3
---------	----------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		6	8	0	9
		(5)	(2)	(0)	(8)

Term II

CIS 115	Intro to Pro & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
		6	7	0	9

Term III

CTS 120	Hardware/Software Support	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2

OR

OST 132	Keyboarding Skill Building	(1)	(2)	(0)	(2)
		6	6	0	10

Term IV

NET 110	Networking Concepts	2	2	0	3
---------	---------------------	---	---	---	---

OR

NET 125	Networking Basics	(1)	(4)	(0)	(3)
WEB 110	Internet/Web Fundamentals	2	2	0	3
_____	Other Major Hours				
_____	Elective	2	3	0	3
		6	7	0	9
		(5)	(9)	(0)	(9)

Term V

SEC 110	Security Concepts	3	0	0	3
_____	Humanities/Fine Arts Elective	3	0	0	3
_____	Other Major Hours				
_____	Elective	2	3	0	3
		8	3	0	9

Term VI

CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 118	IS Professional Comm	2	0	0	2
_____	Other Major Hours				
_____	Elective	2	3	0	3
		7	3	0	8

Term VII

CTS	285	Systems Analysis & Design	3	0	0	3
MAT	115	Mathematics Models	2	2	0	3
OR						
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
		Other Major Hours				
		Elective	2	3	0	3
			7	5	0	9
			(8)	(3)	(0)	9

Term VIII

COM	120	Intro Interpersonal Com*	3	0	0	3
OR						
COM	231	Public Speaking*	(3)	(0)	(0)	(3)
OR						
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
OR						
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
CTS	289	Systems Support Project	1	4	0	3
OR						
NET	125	Networking Basics	(1)	(4)	(0)	(3)
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			7	4	0	9

Total Credit Hours: 67 - 70

Additional Information

Elective Group 1 - Select two: CSC 139, CTS 130, CTS 155, CTS 220, CTS 250, CTS 287, GIS 111, HPC 110, OST 136

Elective Group 2 - Select two: COE 112, CTS 125, CTS 217, CTS 230, CTS 240, CTS 255, DBA 112, HPC 140, NOS 120, OST 236

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, HUM 110, HUM 115, HUM 160, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110.

Consult an academic advisor concerning other possible electives.

*Students transferring to a four-year university should take these courses.

**Hours will vary depending on course selection.

Computer Information Technology

Diploma

D25260

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
CTS	285	Systems Analysis & Design	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OR						
MAT	140	Survey of Mathematics	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra	(3)	(0)	(0)	(3)
NET	110	Networking Concepts	2	3	0	3
NOS	110	Operating Systems Concepts	2	3	0	3
			9	10	0	15
			(13)	(10)	(0)	(17)

Term II

CIS	115	Intro to Programming and Logic	2	3	0	3
CTS	120	Hardware Software Support	2	3	0	3
CTS	155	Tech Support Functions	2	2	0	3
CTS	217	Computer Train/Supprt	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
			10	12	0	15

Term III

CTS 250	User Support and Softw Eval	2	2	0	3
CTS 255	Adv Tech Supp Functions	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
		7	4	0	9

Total Credit Hours: 39 - 41

Computer Information Technology - HelpDesk Operations

Diploma

D25260

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
NOS	110	Operating Systems Concepts	2	3	0	3
NET	110	Networking Concepts	2	3	0	3
			6	8	0	9
			(5)	(8)	(0)	(8)

Term II

CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Function	2	2	0	3
CTS 217	Computer Training/ Support	2	2	0	3
		6	7	0	9

Term III

CTS 250	User Support & Software Eval	2	2	0	3
CTS 255	Adv Tech Support Functions	2	2	0	3
		4	4	0	6

Term IV

CIS 115	Intro to Programming & Logic	2	3	0	3
CTS 285	System Analysis & Design	3	0	0	3
		5	3	0	6

Term V

ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra	(3)	(0)	(0)	(3)
NOS 130	Windows Single User	2	2	0	3
		7	4	0	9
		(8)	(2)	0	(9)

Total Credit Hours: 39 - 41

Additional Information

The HelpDesk Operations diploma provides students with basic skills necessary to support users of computing technologies. In addition, coursework includes core classes from the Microsoft Certified Desktop Support Technology (MCDST) certification track.

Computer Information Technology

Certificate

C25260

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
NOS	110	Operating Systems Concepts	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
			7	5	0	9
			(6)	(5)	(0)	(8)

Term II

CTS	120	Hardware/Software Support	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
CTS	115	Info Sys Business Concepts	3	0	0	3
			7	5	0	9

Total Credit Hours: 17 - 18**Additional Information**

* CTS 115 frequently offered in summer term only.

Computer Information Technology - HelpDesk Operations

Certificate

C25260HD

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers	2	2	0	3
		OR				
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
CTS	285	Systems Analysis and Design	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
			7	4	0	9
			(6)	(4)	(0)	(8)

Term II

CIS	115	Intro to Programming and Logic	2	3	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTS	155	Tech Support Functions	2	2	0	3
			6	8	0	9

Total Credit Hours: 18

Computer Programming

Curriculum Description

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25130

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers*	2	2	0	3
-----	-----	----------------------------	---	---	---	---

OR

CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
CIS	115	Intro to Prog & Logic	2	3	0	3
CSC	143	Object-Oriented Prog	2	3	0	3

ENG	111	Expository Writing	3	0	0	3
NOS	110	Operating Systems Concepts	2	3	0	3
			11	11	0	15
			(10)	(11)	(0)	(14)

Term II

DBA	110	Database Concepts	2	3	0	3
—	—	Humanities/Fine Arts Elective	3	0	0	3
MAT	115	Mathematics Models	2	2	0	3
		OR				
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
		OR				
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
—	—	Operating Systems Elective	2	2	0	3
—	—	Programming Elective	2	3	0	3
			11	10	0	15
			(12)	(8)	(0)	(15)

Term III

—	—	Advanced Programming Elective	2	3	0	3
CTS	115	Info Sys Business Concepts	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
		OR				
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			8	3	0	9

Term IV

—	—	Business Elective	3	0	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
—	—	Elective Group I	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
		OR				
NET	125	Networking Basics Programming	(1)	(4)	(0)	(3)
—	—	Elective	2	3	0	3
			12	8	0	15
			(11)	(10)	(0)	(15)

Term V

—	—	Advanced Programming Elective	2	3	0	3
---	---	-------------------------------	---	---	---	---

COM 120	Intro Interpersonal Com*	3	0	0	3
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
	OR				
ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
	OR				
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
	Elective Group II	3	0	0	3
CSC 289	Programming Capstone Proj	1	4	0	3
SEC 110	Security Concepts	3	0	0	3
		12	7	0	15

Total Credit Hours: 67 - 70

Additional Information

Advanced Programming Elective - Select two: CSC 233, CSC 234, CSC 235, CSC 236, CSC 238, CSC 239, CSC 241, CSC 242, CSC 250, CSC 251, or CSC 253

Business Elective - Select one: ACC 120, BUS 121, BUS 137, or BUS 228

Elective Group 1 - Select one: CTS 120, COE 122, CSC 258, DBA 115, DBA 210, or ECO 251

Elective Group 2 - Select one: CSC 125, CSC 284, CTS 210, DBA 120, ECO 252, or WEB 110

Humanities/Fine Arts Elective - Select one: ART 111, ENG 231, ENG 241, ENG 262, ENG 273, HUM 110, HUM 121, HUM 220, MUS 110, or PHI 240.

Consult an academic advisor concerning other possible electives.

Operating Systems Elective - Select one: NOS 120, NOS 130, NOS 149, or NOS 244

Programming Elective - Select one: CSC 133, CSC 134, CSC 135, CSC 136, CSC 138, CSC 139, CSC 141, CSC 142, CSC 150, CSC 151, or CSC 153

*This course is recommended for students transferring to a four-year university.

Computer Programming

Associate in Applied Science

A25130

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
ENG	111	Expository Writing	3	0	0	3
NOS	110	Operating Systems Concepts	2	3	0	3
			7	5	0	9
			(6)	(5)	(0)	(8)

Term II

MAT 115		Mathematics Models	2	2	0	3
		OR				
MAT 140		Survey of Mathematics*	(3)	(0)	(0)	(3)
		OR				
MAT 161		College Algebra*	(3)	(0)	(0)	(3)
NET 110		Networking Concepts		2	2	0 3
		Operating Systems Elective		2	2	0 3
				6	6	0 9
			(7)	(4)	(0)	(9)

Term III

CTS 115		Info Sys Business Concepts	3	0	0	3
CIS 115		Intro to Programming and Logic		2	3	0 3
				5	3	0 6

Term IV

CSC 143		Object-Oriented Programming	2	3	0	3
DBA 110		Database Concepts	2	3	0	3
		Programming Elective	2	3	0	3
				6	9	0 9

Term V

—	—	Advanced				
		Programming Elective 2	3	0	0	3
—	—	Business Elective	3	0	0	3
—	—	Humanities Elective	3	0	0	3
SEC	110	Security Concepts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	3	0	12

Term VI

PSY	118	Interpersonal Psychology	3	0	0	3
		OR				
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
—	—	Elective Group I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	0	6

Term VII

—	—	Programming Elective	2	3	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
—	—	Elective Group II	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
			7	6	0	9

Term VIII

—	—	Advanced Programming Elective	2	3	0	3
CSC	289	Programming Capstone Project	1	4	0	3
COM	120	Intro Interpersonal Com*	3	0	0	3
		OR				
COM	231	Public Speaking*	(3)	(0)	(0)	(3)
		OR				
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
		OR				
ENG	115	Oral Communication	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
			6	7	0	9

Total Credit Hours: 67 - 70

Additional Information

Advanced Programming Elective - Select two: CSC 233, CSC 234, CSC 235, CSC 236, CSC 238, CSC 239, CSC 241, CSC 242, CSC 250, CSC 251, or CSC 253

Business Elective - Select one: ACC 120, BUS 121, BUS 137, or BUS 228

Elective Group 1 - Select one: CTS 120, COE 122, CSC 258, DBA 115, DBA 210, or ECO 251

Elective Group 2 - Select one: CSC 125, CSC 284, CTS 210, DBA 120, ECO 252, or WEB 110

Humanities/Fine Arts Elective - Select one: ART 111, ENG 231, ENG 241, ENG 262, ENG 273, HUM 110, HUM 121, HUM 220, MUS 110, or PHI 240

Operating Systems Elective - Select one: NOS 120, NOS 130, NOS 149, or NOS 244

Programming Elective - Select one: CSC 133, CSC 134, CSC 135, CSC 136, CSC 138, CSC 139, CSC 141, CSC 142, CSC 150, CSC 151, or CSC 153

*This course is recommended for students transferring to a four-year university.

Computer Programming

Diploma

D25130
Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

CIS	110	Introduction to Computers	2	2	0	3	
		OR					
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)	
CIS	115	Intro to Programming & Logic	2	3	0	3	
CSC	143	Object-Oriented Prog	2	3	0	3	
NOS	110	Operating Systems Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>	
			8	11	0	12	
			(7)	(11)	(0)	(11)	

Term II

DBA	110	Database Concepts	2	3	0	3	
—	—	Operating Systems Elective	2	2	0	3	

_____	_____	Programming Elective	2	3	0	3
			6	8	0	9

Term III

_____	_____	Advanced				
		Programming Elective	2	3	0	3
ENG 111		Expository Writing	3	0	0	3
			5	3	0	6

Term IV

_____	_____	Programming Elective	2	3	0	3
CTS 285		Systems Analysis and Design	3	0	0	3
MAT 115		Mathematics Models	2	2	0	3
		OR				
MAT 140		Survey of Mathematics	(3)	(0)	(0)	(3)
		OR				
MAT 161		College Algebra	(3)	(0)	(0)	(3)
			7	5	0	9
			(8)	(3)	(0)	(9)

Term V

_____	_____	Advanced				
		Programming Elective	2	3	0	3
CTS 289		Programming Capstone Project	1	4	0	3
COM 120		Intro Interpersonal Com	3	0	0	3
		OR				
COM 231		Public Speaking	(3)	(0)	(0)	(3)
		OR				
ENG 114		Prof Research & Reporting	(3)	(0)	(0)	(3)
		OR				
ENG 115		Oral Communication	(3)	(0)	(0)	(3)
			6	7	0	9

Total Credit Hours: 44 - 45

Additional Information

Advanced Programming Elective - Select two: CSC 233, CSC 234, CSC 235, CSC 236, CSC 238, CSC 239, CSC 241, CSC 242, CSC 250, CSC 251, or CSC 253

Operating Systems Elective - Select one: NOS 120, NOS 130, NOS 149, or NOS 244

Programming Elective - Select one: CSC 133, CSC 134, CSC 135, CSC 136, CSC 138, CSC 139, CSC 141, CSC 142, CSC 150, CSC 151, or CSC 153

Computer Programming

Diploma

D25130

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

CIS 115		Intro to Programming & Logic	2	3	0	3
CSC 143		Object-Oriented Prog	2	3	0	3
NOS 110		Operating Systems Concepts	2	3	0	3
			6	9	0	9

Term II

CIS 110		Introduction to Computers	2	2	0	3
		OR				
CIS 111		Basic PC Literacy	(1)	(2)	(0)	(2)
ENG 111		Expository Writing	3	0	0	3
_____	_____	Operating Systems Elective	2	2	0	3
_____	_____	Programming Elective	2	3	0	3
			9	7	0	12
			(8)	(3)	(0)	(11)

Term III

MAT 115		Mathematics Models	2	2	0	3
		OR				
MAT 140		Survey of Mathematics	(3)	(0)	(0)	(3)
		OR				
MAT 161		College Algebra	(3)	(0)	(0)	(3)
_____	_____	Advanced Programming Elective	2	3	0	3
			4	5	0	6
			(5)	(3)	(0)	(6)

Term IV

CTS 285		Systems Analysis and Design	3	0	0	3
DBA 110		Database Concepts	2	3	0	3
_____	_____	Programming Elective	2	3	0	3
			7	6	0	9

Term V

COM 120	Intro Interpersonal Com	(3)	(0)	(0)	(3)
OR					
COM 231	Public Speaking	3	0	0	3
OR					
ENG 114	Prof Research & Reporting	(3)	(0)	(0)	(3)
OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
CTS 289	Programming Capstone Project	1	4	0	3
—	Advanced Programming Elective	2	3	0	3
		6	7	0	9

Total Credit Hours: 44 - 45

Additional Information

Advanced Programming Elective - Select two: CSC 233, CSC 234, CSC 235, CSC 236, CSC 238, CSC 239, CSC 241, CSC 242, CSC 250, CSC 251, or CSC 253

Operating Systems Elective - Select one: NOS 120, NOS 130, NOS 149, or NOS 244

Programming Elective - Select one: CSC 133, CSC 134, CSC 135, CSC 136, CSC 138, CSC 139, CSC 141, CSC 142, CSC 150, CSC 151, or CSC 153

Computer Programming - JAVA Programming

Certificate

C25130JP

Day and Evening

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS 115	Intro to Programming & Logic	2	3	0	3
CSC 143	Object-Oriented Prog	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
		6	9	0	9

Term II

CSC 251	Adv JAVA Programming	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
		4	6	0	6

Term III

CSC 258	JAVA Enterprise Programming	2	3	0	3
		2	3	0	3

Total Credit Hours: 18

Computer Programming - Visual Basic Programming

Certificate

C25130VB

Day and Evening

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
CIS 115	Intro to Programming and Logic	2	3	0	3
CSC 143	Object-Oriented Programming	2	3	0	3
		6	8	0	9
		(5)	(8)	(0)	(8)

Term II

CSC 139	Visual BASIC Programming	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
		4	6	0	6

Term III

CSC 239	Adv Visual BASIC Programming	2	3	0	3
		2	3	0	3

Total Credit Hours: 17 - 18

Computer Programming - Visual C# Programming

Certificate

C25130V

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Intro to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
CIS	115	Intro to				
		Programming & Logic	2	3	0	3
CSC	143	Object-Oriented Prog	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
			6	8	0	9
			(5)	(8)	(0)	(8)

Term II

CSC	153	C# Programming	2	3	0	3
DBA	110	Database Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
			4	6	0	6

Term III

CSC	253	Adv C# Programming	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
			2	3	0	3

Total Credit Hours: 17 - 18

Criminal Justice Technology

Curriculum Description

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A55180
Day, Evening, Online
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

CIS	110	Intro to Computers*	2	2	0	3	
OR							
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)	

CJC	111	Intro to Criminal Justice	3	0	0	3	
CJC	221	Investigative Principles	3	2	0	4	
ENG	111	Expository Writing	3	0	0	3	
—	—	CJC Elective	3	0	0	3	
			13	4	0	16	
			(12)	(4)	(0)	(15)	

Term II

CJC	112	Criminology	3	0	0	3	
CJC	113	Juvenile Justice	3	0	0	3	
ENG	112	Argument-Based Reporting*	3	0	0	3	
OR							
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)	
PSY	118	Interpersonal Psychology	3	0	0	3	
OR							
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
—	—	CJC Elective	3	0	0	3	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
			18	0	0	18	

Term III

CJC	212	Ethics & Comm Relations	3	0	0	3	
CJC	231	Constitutional Law	3	0	0	3	
			6	0	0	6	

Term IV

CJC	131	Criminal Law	3	0	0	3	
MAT	115	Mathematical Models	2	2	0	3	
OR							
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
OR							
MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
—	—	CJC Elective	3	0	0	3	
—	—	CJC Elective	3	0	0	3	
			11	2	0	12	
			(12)	(2)	(0)	(12)	

Term V

COE	112	Co-op Work Experience I	0	0	20	2	
-----	-----	-------------------------	---	---	----	---	--

OR					
CJC 121	Law Enforcement Operations	(3)	(0)	(0)	(3)
COM 110	Introduction to Communication*	3	0	0	3
OR					
COM 120	Intro Interpersonal Com*	(3)	(0)	(0)	(3)
OR					
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
_____	CJC Elective	3	0	0	3
_____	CJC Elective	3	0	0	3
_____	Related Elective	3	0	0	3
		12	0	20	14
		(15)	(0)	(0)	(15)

Total Credit Hours: 66

Additional Information

Students successfully completing Basic Law Enforcement Training accredited by the North Carolina Criminal Justice Education and Training Standards Commission may receive credit for the following criminal justice courses: CJC 120, CJC 131, CJC 132, CJC 221, CJC 225 and CJC 231 for a total of 18 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985. Students receiving credit for CJC 120 should be advised to take CIS 110 instead of CIS 111 to earn the minimum of 64 hours credit to receive this degree.

CJC Electives: CJC 114, CJC 120, CJC 121, CJC 122, CJC 132, CJC 141, CJC 160, CJC 170, CJC 211, CJC 213, CJC 214, CJC 215, CJC 222, CJC 223, CJC 225, CJC 232, CJC 233, CJC 241, CJC 251, CJC 252

Criminal Justice track: Some students may prefer to choose electives that will strengthen their background in either law enforcement or corrections work. The following electives should be chosen for either track:

Law Enforcement track: CJC 114, CJC 120, CJC 121, CJC 122, CJC 132, CJC 160, CJC 170, CJC 215, CJC 222, CJC 223, CJC 232, CJC 251, CJC 252

Corrections track: CJC 141, CJC 211, CJC 213, CJC 214, CJC 215, CJC 225, CJC 233, CJC 241

Humanities/Fine Arts Elective - Select one: ART 111, HUM 110, HUM 121, HUM 160, MUS 110, PHI 215, PHI 240, REL 110, REL 211, or REL 212. Consult an academic advisor concerning other possible electives.

Related Elective - Select one: EPT 120, POL 120, POL 130, PSY 241, PSY 281, SOC 210, SOC 225

*This course is recommended for students transferring to a four-year university.

Criminal Justice Technology

Certificate

C55180

Day, Evening, Online

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
CJC 111		Intro to Criminal Justice	3	0	0	3
CJC 121		Law Enforcement Operations	3	0	0	3
CJC 131		Criminal Law	3	0	0	3
CJC 141		Corrections	3	0	0	3
CJC 231		Constitutional Law	3	0	0	3
CJC 222		Criminalistics	3	0	0	3
			18	0	0	18

Total Credit Hours: 18

Criminal Justice Technology/Latent Evidence

Curriculum Description

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A5518A

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	144	Crime Scene Processing	2	3	0	3

CJC	221	Investigative Principles	3	2	0	4
CJC	245	Basic Friction Ridge Analysis	2	3	0	3
ENG	111	Expository Writing Humanities/Fine Arts Elective	3	0	0	3
			16	8	0	19

Term II

CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	222	Criminalistics	3	0	0	3
CJC	246	Adv Friction Ridge Analy	2	3	0	3
ENG	112	Argument-Based Research*	3	0	0	3
OR						
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
			14	3	0	15

Term III

CJC	114	Investigative Photography	1	2	0	2
CJC	145	Crime Scene CAD	2	3	0	3
CJC	212	Ethics & Comm Relations	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
			9	5	0	11

Term IV

CJC	131	Criminal Law	3	0	0	3
CJC	146	Trace Evidence	2	3	0	3
CJC	251	Forensic Chemistry I	3	2	0	4
MAT	115	Mathematical Models	2	2	0	3
OR						
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
			10	7	0	13
			(11)	(5)	(0)	(13)

Term V

COE	112	Co-op Work Experience	0	0	20	2
OR						

CJC 121	Law Enforcement Operations	(3)	(0)	(0)	(3)
CJC 252	Forensic Chemistry II	3	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		9	4	20	12
		(12)	(4)	(0)	(13)

Total Credit Hours: 70 - 71

Additional Information

Students successfully completing Basic Law Enforcement Training accredited by the North Carolina Criminal Justice Education and Training Standards Commission may receive credit for the following criminal justice courses: CJC 131, CJC 221, and CJC 231 for a total of 10 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology - Latent Evidence. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.

Humanities/Fine Arts Elective - Select one: ENG 273, HUM 121, HUM 220, PHI 215, PHI 240, REL 110, or REL 221. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Database Management

Curriculum Description

The Database Management curriculum prepares graduates for employment with organizations that use database management system software to process, manage, and communicate information. Additionally, the curriculum provides the student with a foundation to begin professional certification with Microsoft or ORACLE database programs.

Course work includes terminology and design, database administration, backup and recovery, performance and tuning, database programming and tools, and related topics. Studies will provide an opportunity for students to implement, support, and manage industry standard database systems.

Graduates should qualify for a wide variety of database and computer related entry-level positions that provide opportunities for advancement with increasing experience and ongoing training.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25150
Day
Pending State Board Approval

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers*	2	2	0	3
-----	-----	----------------------------	---	---	---	---

OR

CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
ENG	111	Expository Writing	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
MAT	115	Mathematical Models	2	2	0	3

OR

MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
-----	-----	------------------------	-----	-----	-----	-----

OR

MAT	161	College Algebra*	(3)	(0)	(0)	(3)
NOS	110	Operating Systems Concepts	2	3	0	3
			12	10	0	15
			(12)	(10)	(0)	(14)

Term II

CIS	115	Intro to Programming & Logic	2	3	0	3
DBA	115	Database Applications	2	2	0	3
NET	110	Networking Concepts	2	2	0	3
—	—	Operating Systems Elective	2	2	0	3
—	—	Humanities/Fine Arts Elective	3	0	0	3
			11	9	0	15

Term III

CTS	115	Info Sys Business Concept	3	0	0	3
DBA	120	Database Programming I	2	2	0	3
—	—	Communications Elective	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3

OR

PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			11	2	0	12

Term IV

CTS	285	Systems Analysis & Design	3	0	0	3
DBA	210	Database Administration	2	3	0	3
DBA	230	Database in Corp Environs	3	0	0	3
DBA	240	Database Analysis & Design	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
			13	6	0	15

Term V

DBA	285	Data Warehousing/ Mining	2	3	0	3
DBA	289	Database Project	1	4	0	3
—	—	Database Programming II Elective	**	**	0	3

_____	Database				
_____	Administration				
_____	Elective	**	**	0	3
_____	Elective	**	**	0	3
		**	**	0	15

Total Credit Hours: 72

Additional Information

Communications Elective - COM 120, COM 231, ENG 114, ENG 115

Database Programming II Elective - Select one: DBA 220, DBA 221, DBA 223

Database Administration Elective - Select one: DBA 260, DBA 261, DBA 263

Elective - Select one: WEB 110, DBA 270, DBA 271, DBA 273, CTS 210, CTS 240

Operating System Elective - Select one: NOS 120, NOS 130

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, ENG 231, ENG 273, HUM 110, HUM 115, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

**Hours vary depending on course selection.

Database Management

Associate in Applied Science

A25150
Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

CIS	110	Intro to Computers	2	2	0	3	
DBA	110	Database Concepts	2	3	0	3	
NOS	110	Operating System Concepts	2	3	0	3	
			6	9	0	9	

Term II

CIS	115	Intro to Programming and Logic	2	3	0	3	
DBA	115	Database Applications	2	2	0	3	
_____	_____	Operating Systems Elective	2	2	0	3	
			6	7	0	9	

Term III

DBA	120	Database Programming I	2	2	0	3	
ENG	111	Expository Writing	3	0	0	3	
_____	_____	Humanities/Fine Arts Elective	3	0	0	3	
			8	2	0	9	

Term IV

DBA	210	Database Administration	2	3	0	3	
DBA	230	Database in Corp Environments	3	0	0	3	
SEC	110	Security Concepts	3	0	0	3	
			8	3	0	9	

Term V

NET	110	Networking Concepts	2	2	0	3	
_____	_____	Database Programming II Elective	**	**	**	3	
_____	_____	Database Administration Elective	**	**	**	3	
			**	**	**	9	

Term VI

CTS	115	Info Sys Business Concepts	3	0	0	3	
MAT	115	Mathematical Models	2	2	0	3	
		OR					
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
		OR					
MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
_____	_____	Communications Elective	3	0	0	3	
PSY	118	Interpersonal Psychology	3	0	0	3	
		OR					
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
			8	2	9	12	

Term VII

CTS	285	Systems Analysis & Design	3	0	0	3
DBA	240	Database Analysis & Design	2	3	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			8	3	0	9

Term VIII

DBA	285	Data Warehousing/ Mining	2	3	0	0
DBA	289	Database Project	1	4	0	3
—	—	Elective	**	**	**	3
			**	**	**	6

Total Credit Hours: 72**Additional Information**

Communications Elective - COM 120, COM 231,
ENG 114, ENG 115

Database Programming II Elective - Select One: DBA
220, DBA 221, DBA 223

Database Administration Elective - Select One:
DBA 260, DBA 261, DBA 263

Elective - Select One: WEB 110, DBA 270, DBA 271,
DBA 273, CTS 210, CTS 240

Humanities/Fine Arts Elective - Select one: ART
111, ENG 131, ENG 231, ENG 273, HUM 110, HUM
115, HUM 220, MUS 110, PHI 215, or PHI 240.
Consult an academic advisor concerning other
possible electives.

Operating System Elective - Select One: NOS 120,
NOS 130

Please see advisor for General Education Course
Options.

Dental Assisting

Curriculum Description

The Dental Assisting curriculum prepares individuals to assist the dentist in delivery of dental treatment and to function as integral members of the dental team while performing chair side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experience provides students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D45240

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

BIO 110	Principles of Biology	3	3	0	4
DEN 101	Preclinical Procedures	4	6	0	7
DEN 110	Orofacial Anatomy	2	2	0	3
DEN 111	Infection/Hazard Control	2	0	0	2
DEN 112	Dental Radiography	2	3	0	3
		13	14	0	19

Term II

DEN 102	Dental Materials	3	4	0	5
DEN 103	Dental Sciences	2	0	0	2
DEN 104	Dental Health Education	2	2	0	3
DEN 105	Practice Management	2	0	0	2
DEN 106	Clinical Practice I	1	0	12	5
		10	6	12	17

Term III

COM 110	Introduction to Communication	3	0	0	3
OR					
COM 120	Intro Interpersonal Com*	(3)	(0)	(0)	(3)
OR					
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
DEN 107	Clinical Practice II	1	0	12	5
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		7	0	12	11

Total Credit Hours: 47

Additional Information

Additional admissions requirements:

1. High school diploma with completion of high school or college credits in biology and algebra.
2. Completion of program orientation requirements.
3. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
4. Completion of the Forsyth Tech Student Medical Form (includes an eye and dental examination).

Program Information

This program has limited enrollment and has deadline requirements. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, communications, and psychology). The Admissions Office can provide additional information on the selection process. Dental

Assisting students are required to maintain a C average in both lecture and laboratory in order to satisfactorily complete any course in the program. Students are allowed to make one (1) D in a DEN or BIO course and continue on academic probation. If students make a second D or the first F in any DEN or BIO courses, then they are not allowed to continue in the full-time program.

Accreditation does require a specific number of class, lab, and clinical hours for the student to graduate, so there are strict attendance rules. If the student surpasses the allowed number of hours missed, they will be dropped from the program and will have to reapply for the next year. Readmission may be possible but requires reapplying and approval by the college.

*Student should select this course if they plan on enrolling in the Dental Hygiene program.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Dental Hygiene

Curriculum Description

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operator, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45260

Day

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

BIO 163	Basic Anat & Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
DEN 110	Orofacial Anatomy	2	2	0	3
DEN 111	Infection/Hazard Control	2	0	0	2
DEN 112	Dental Radiography	2	3	0	3
DEN 120	Dental Hygiene Preclinic Lecture	2	0	0	2
DEN 121	Dental Hygiene Preclinic Lab	0	6	0	2
		17	10	0	20

Term II

CHM 130	Gen. Org. & Biochemistry	3	0	0	3
CHM 130A	Gen. Org. & Biochemistry Lab	0	2	0	1
DEN 123	Nutrition/Dental Health	2	0	0	2
DEN 124	Periodontics	2	0	0	2
DEN 130	Dental Hygiene Theory	2	0	0	2
DEN 131	Dental Hygiene Clinic I	0	0	9	3
DEN 125	Dental Office Emergencies	0	2	0	1
		9	4	9	14

Term III

BIO 175	General Microbiology	2	2	0	3
DEN 140	Dental Hygiene Theory	1	0	0	1
DEN 141	Dental Hygiene Clinic II	0	0	6	2
DEN 223	Dental Pharmacology	2	0	0	2
PSY 150	General Psychology	3	0	0	3
		8	2	6	11

Term IV

COM 231	Public Speaking	3	0	0	3
DEN 220	Dental Hygiene Theory III	2	0	0	2
DEN 221	Dental Hygiene Clinic III	0	0	12	4
DEN 222	General & Oral Pathology	2	0	0	2
DEN 224	Materials and Procedures	1	3	0	2
SOC 210	Introduction to Sociology	3	0	0	3
		11	3	12	16

Term V

DEN 230	Dental Hygiene Theroy IV	1	0	0	1
DEN 231	Dental Hygiene Clinic IV	0	0	12	4
DEN 232	Community Dental Health	2	0	3	3
DEN 233	Professional Development	2	0	0	2

_____	Humanities/Fine				
_____	Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	0	15	13

Total Credit Hours: 74

Additional Information

Additional admissions requirements:

1. High school diploma with completion of high school or college credits in biology, algebra, and chemistry.
2. Completion of program orientation requirements.
3. Grade of C or better in all required related and program specific courses is mandatory for admission and progression in Dental Hygiene.
4. Completion of the Forsyth Tech Student Medical Form (includes an eye and dental examination).
5. ONLY after acceptance into the program, scheduled eight (8) hours of observation at a dentist office and completion of appropriate form.

Program Information

This program has limited enrollment and has deadline requirements. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, communications, and psychology). The Admissions Office can provide additional information on the selection process.

Accreditation requires a specific number of class, lab, and clinical hours for the student to graduate, so there are strict attendance rules. If the student surpasses the allowed number of hours missed, they will be dropped from the program and will have to readmit the next year. Readmission may be possible but requires reapplying and approval by the college.

Humanities/Fine Arts Electives - Select one: ART 111, HUM 110, HUM 115, HUM 120, HUM 121, HUM 160, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Criminal Background Checks/Drug Screening

Clinical facilities may require criminal

*background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Developmental Education

Developmental Education provides students with an opportunity to build academic skills and acquire the background which should facilitate success in their desired program of study.

For applicants to a program of study who, on the basis of test results and past performance, do not qualify for immediate admission to their chosen program of study, noncredit developmental course work is available and may be required as a prerequisite for registration in specific credit courses. Students taking the required development work may also take specified courses within their desired program of study.

Students may transfer all applicable credit courses into their program of study when the criteria have been met and developmental and selected program courses have been completed. All credit courses within the student's chosen program of study will then be applied toward graduation.

Some developmental courses are also open to students who wish to take them for personal benefit.

This program offers a series of courses for preparation, remediation, and guidance for students who, for a variety of reasons, do not meet the specific entrance requirements for the program of their choice. Students who do meet the minimum entrance requirements but whose previous academic records indicate that they may have difficulty in successfully completing their programs are also advised to complete the necessary course work in the Developmental Education program.

The student's academic program will be individually designed to meet their specific preparatory and remedial needs. The courses will be selected from the developmental offerings and from technical and/or vocational credit courses.

Developmental education courses do not earn credit towards graduation from degree, diploma, and certificate programs.

ACA	090	Study Skills	3	0	0	3
BIO	094	Concepts of Human Biology	3	2	0	4
CHM	090	Chemistry Concepts	4	0	0	4
EFL	091	Composition I	3	2	0	4
ENG	060	Speaking English Well	2	0	0	2
ENG	070	Basic Language Skills	2	2	0	3
ENG	080	Writing Foundations	3	2	0	4
ENG	090	Composition Strategies	3	0	0	3
ENG	090A	Comp Strategies Lab	0	2	0	1
MAT	060	Essential Mathematics	3	2	0	4
MAT	070	Introductory Algebra	3	2	0	4
MAT	075	Geometry	3	2	0	4
MAT	080	Intermediate Algebra	3	2	0	4
MAT	090	Accelerated Algebra	3	2	0	4
RED	070	Essential Reading Skills	3	2	0	4
RED	080	Intro to College Reading	3	2	0	4
RED	090	Improved College Reading	3	2	0	4

Digital Effects and Animation Technology

Curriculum Description

The Digital Effects and Animation Technology curriculum is designed to provide students with the training necessary to become competent in creating, manipulating, and animating digital images. These skills have application in the production of a variety of moving image forms.

Students will take courses covering computer hardware/software applications, computer animation, creation and manipulation of digital images and nonlinear editing. They will become proficient at using media industry standard hardware/software to generate and manipulate images, and create digital special effects.

Upon completion of this program, students will be able to generate moving images and manipulate captured images for a variety of media production applications. Graduates should qualify for employment in the creation and/or editing of a variety of media forms.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A30130
Day
Pending State Board Approval

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
DEA	111	Introduction to DEAT	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
GRA	151	Computer Graphics I	1	3	0	2
MAT	140	Geometry and Trigonometry	3	2	0	3
—	—	Humanities/Fine Arts Elective	3	0	0	3
			12	7	0	14

Term II						
ART	131	Drawing I	0	6	0	3
DEA	112	2D Design and Animation I	2	3	0	3
DEA	213	3D/Animation I	2	3	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
GRA	255	Image Manipulation I	1	3	0	2
			8	15	0	14

Term III						
ART	135	Figure Drawing I	0	6	0	3
DES	135	Prin & Elem of Design I	2	4	0	4
DEA	220	DEAT Compositing	2	3	0	3
DEA	212	2D/Animation Design II	2	3	0	3
			6	16	0	13

Term IV						
DEA	230	Implementation Project I	2	6	0	4
DEA	221	Modeling	2	3	0	3
DES	136	Prin & Elements of Design II	2	4	0	4
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			9	13	0	14

Term V						
ART	171	Computer Art I	1	4	0	3
DEA	214	3D/Animation II	2	3	0	3
DEA	231	Implementation Project II	2	6	0	4
DEA	240	Portfolio Review	2	4	0	4
			7	17	0	14

Total Credit Hours: 69

Additional Information

Humanities/Fine Arts Elective – Select one: ART 111, ENG 131, HUM 110, HUM 115, HUM 120, HUM 170, HUM 220, MUS 110, PHI 215, PHI 240 or REL 110. Consult an academic advisor concerning other possible electives.

Early Childhood Education

Curriculum Description

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A55220

Day and Evening

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

ACA 111	College Student Success	1	0	0	1
EDU 111	A) Early Childhood Cred I	2	0	0	2

AND

EDU 112	Early Childhood Cred II	2	0	0	2
EDU 111	B) Early Childhood Cred I	(2)	(0)	(0)	(2)

AND

EDU 113	Family/Early Childhood Edu	(2)	(0)	(0)	(2)
---------	----------------------------	-----	-----	-----	-----

OR

EDU 119	C) Intro to Early Childhood Edu	(4)	(0)	(0)	(4)
---------	---------------------------------	-----	-----	-----	-----

EDU 144	Child Development I	3	0	0	3
---------	---------------------	---	---	---	---

EDU 146	Child Guidance	3	0	0	3
---------	----------------	---	---	---	---

ENG 111	Expository Writing	3	0	0	3
---------	--------------------	---	---	---	---

SOC 210	Introduction to Sociology	3	0	0	3
---------	---------------------------	---	---	---	---

17	0	0	17
----	---	---	----

(17)	(0)	(0)	(18)
------	-----	-----	------

Term II

CIS 110	Introduction to Computers*	2	2	0	3
---------	----------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
---------	-------------------	-----	-----	-----	-----

EDU 131	Child, Family, & Community	3	0	0	3
---------	----------------------------	---	---	---	---

EDU 145	Child Development II	3	0	0	3
---------	----------------------	---	---	---	---

EDU 153	Health, Safety, & Nutrition	3	0	0	3
---------	-----------------------------	---	---	---	---

ENG 112	Argument-Based Research	3	0	0	3
---------	-------------------------	---	---	---	---

PSY 118	Interpersonal Psychology	3	0	0	3
---------	--------------------------	---	---	---	---

OR

PSY 150	General Psychology*	(3)	(0)	(0)	(3)
---------	---------------------	-----	-----	-----	-----

16	2	0	17
----	---	---	----

(17)	(2)	(0)	(18)
------	-----	-----	------

Term III

COE 111	Co-op Work I	0	0	10	1
---------	--------------	---	---	----	---

EDU 151	Creative Activities	3	0	0	3
---------	---------------------	---	---	---	---

EDU 252	Math and Science Activities	3	0	0	3
---------	-----------------------------	---	---	---	---

EDU 271	Educational Technology	2	2	0	3
---------	------------------------	---	---	---	---

EDU 280	Literacy Experiences	3	0	0	3
---------	----------------------	---	---	---	---

_____	EDU Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	10	16

Term IV

COE 121	Co-op Work Experience II	0	0	10	1
EDU 221	Children with Special Needs	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	OR				
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
	OR				
MAT 141	Mathematical Concepts I*	(3)	(0)	(0)	(3)
MAT 141A	Mathematical Concepts I Lab*	(0)	(2)	(0)	(1)
	OR				
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
_____	EDU Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
_____	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	10	17
		(15)	(4)	(10)	(17)

Total Credit Hours: 67 - 69

Additional Information

*This course is recommended for students transferring to a four-year university. Students wishing to transfer this degree to a four-year institution should see an EDU advisor for additional requirements. Students intending to transfer this degree to a four-year institution should take the Praxis I test prior to transferring. EDU 250 Praxis preparation should be taken.

Humanities/Fine arts Electives: ENG 273, HUM 120, HUM 121, HUM 220, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

EDU Electives: ART 111, EDU 185, EDU 234, EDU 235, EDU 250, EDU 261, EDU 262, EDU 282, MUS 110

Early Childhood Education

Diploma

D55220

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical-Co-op	Credit Hours

Term I

ACA 111	College Student Success		1	0	0	1
EDU 111	A) Early Childhood Cred I		2	0	0	2
	AND					
EDU 112	Early Childhood Cred II		2	0	0	2
EDU 111	B) Early Childhood Cred I		(2)	(0)	(0)	(2)
	AND					
EDU 113	Family/Early Childhood Edu		(2)	(0)	(0)	(2)
	OR					
EDU 119	C) Introd to Early Childhood Edu		(4)	(0)	(0)	(4)
EDU 144	Child Development I		3	0	0	3
EDU 146	Child Guidance		3	0	0	3
ENG 111	Expository Writing		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	0	0	14
			(14)	(0)	(0)	(15)

Term II

CIS 110	Introduction to Computers		2	2	0	3
	OR					
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)	
EDU 131	Child, Family, & Community		3	0	0	3
EDU 145	Child Development II		3	0	0	3
EDU 153	Health, Safety, & Nutrition		3	0	0	3
PSY 118	Interpersonal Psychology		3	0	0	3
	OR					
PSY 150	General Psychology	(3)	(0)	(0)	(3)	
			14	2	0	15
			(16)	(2)	(0)	(18)

Term III

COE 111	Co-op Work I	0	0	10	1
EDU 151	Creative Activities	3	0	0	3
EDU 252	Math and Science Activities	3	0	0	3
EDU 280	Language & Literacy Exp	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
		11	2	10	13

Term IV

COE 121	Co-op Work Experience II	0	0	10	1
EDU 221	Children with Exceptional	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
		6	0	10	7

Total Credit Hours: 35 - 38

Additional Information

All prerequisites must be met before courses can be taken. See an EDU advisor concerning prerequisites.

Early Childhood Education - Administration

Certificate

C55220A

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

EDU 111	A) Early Childhood Cred I	2	0	0	2
	AND				
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 111	B) Early Childhood Cred I	(2)	(0)	(0)	(2)
	AND				
EDU 113	Family/Early Childhood Edu	(2)	(0)	(0)	(2)
	OR				

EDU 119	C) Introd to Early Childhood Edu	(4)	(0)	(0)	(4)
EDU 144	Child Development I	3	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	3
		10	0	0	10

Term II

EDU 131	Children, Family, & Community	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
		9	0	0	9

Total Credit Hours: 19

Additional Information

A North Carolina Early Childhood Administration credential is awarded upon completion of Early Childhood Administration I and II plus seven semester hours of ECE/CD plus Level I approved portfolio activities.

All prerequisites must be met before courses can be taken. See an EDU advisor concerning prerequisites.

Early Childhood Education - Early Childhood

Certificate

C55220

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

EDU 111	A) Early Childhood Cred I	2	0	0	2
	AND				
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 111	B) Early Childhood Cred I	(2)	(0)	(0)	(2)
	AND				

EDU 113	Family/Early Childhood Edu	(2)	(0)	(0)	(2)
OR					
EDU 119	C) Introd to Early Childhood Edu	(4)	(0)	(0)	(4)
EDU 144	Child Development I	3	0	0	3
EDU 146	Child Guidance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	0	10

Term II

EDU 145	Child Development II	3	0	0	3
— —	EDU Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Additional Information

EDU Electives: EDU 131, EDU 151, EDU 153, EDU 221, EDU 234, EDU 261

Total Credit Hours: 16

Additional Information

All prerequisites for courses must be met before courses are taken. See an EDU advisor about prerequisites.

Early Childhood Education - Early Literacy

Certificate

C55220EL

Day and Evening

			HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

EDU 111	A) Early Childhood Cred I	2	0	0	2
AND					
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 111	B) Early Childhood Cred I	(2)	(0)	(0)	(2)
AND					
EDU 113	Family/Early Childhood Edu	(2)	(0)	(0)	(2)

OR

EDU 119	C) Introd to Early Childhood Edu	(4)	(0)	(0)	(4)
EDU 146	Child Guidance	3	0	0	3
EDU 185	Cognitive & Lang Act	3	0	0	3
EDU 282	Early Childhood Lit	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	0	0	13

Term II

COE 111	Co-op Work Experience I	0	0	10	1
EDU 280	Language & Literacy Exp	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	10	4

Total Credit Hours: 17

Additional Information

All prerequisites must be met before courses can be taken. See an EDU advisor about prerequisites.

Early Childhood Education/Special Education

Curriculum Description

Special Education is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A5522A

Day and Evening

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

ACA 111	College Student Success	1	0	0	1
EDU 111	A) Early Childhood Cred I	2	0	0	2

AND

EDU 112	Early Childhood Cred II	2	0	0	2
EDU 111	B) Early Childhood Cred I	(2)	(0)	(0)	(2)

AND

EDU 113	Family/Early Childhood Edu	(2)	(0)	(0)	(2)
---------	----------------------------	-----	-----	-----	-----

OR

EDU 119	C) Introd to Early Childhood Edu	(4)	(0)	(0)	(4)
EDU 144	Child Development I	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		17	0	0	17
		(17)	(0)	(0)	(18)

Term II

EDU 131	Child, Family, & Community	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
ENG 112	Argument-Based Research*	3	0	0	3

OR

ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
PSY 118	Interpersonal Psychology	3	0	0	3

OR

PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		18	0	0	18

Term III

COE 111	Co-op Work Experience I	0	0	10	1
EDU 147	Behavior Disorders	3	0	0	3
EDU 221	Children with Exceptional	3	0	0	3
EDU 247	Physical Disabilities	3	0	0	3
EDU 271	Educational Technology	2	2	0	4

EDU 280	Language & Literacy Exp	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	10	17

Term IV

COE 121	Co-op Work Experience II	0	0	10	1
EDU 148	Learning Disabilities	4	2	0	5
EDU 248	Mental Retardation	2	2	0	3
MAT 115	Mathematical Models	2	2	0	3
	OR				
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
	OR				
MAT 141	Mathematical Concepts I*	(3)	(0)	(0)	(3)
MAT 141A	Mathemat Concepts I Lab*	(0)	(2)	(0)	(1)
	OR				
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
— —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	6	10	15
		(12)	(8)	(10)	(16)

Total Credit Hours: 68

Additional Information

*This course is recommended for students transferring to a four-year university. Students wishing to transfer this degree to a four-year institution should see an EDU advisor for additional requirements.

Humanities/Fine arts Electives: ART 111, ENG 273, HUM 121, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Students intending to transfer this degree to a four-year institution should take the Praxis I test prior to transferring. EDU 250 Praxis Preparation should be taken.

Early Childhood Education/ Special Education

Certificate

C5522A

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

EDU 111	A) Early Childhood Cred I	2	0	0	2
	AND				
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 111	B) Early Childhood Cred I	(2)	(0)	(0)	(2)
	AND				
EDU 113	Family/Early Childhood Edu	(2)	(0)	(0)	(2)
	OR				
EDU 119	C) Introd to Early Childhood Edu	(4)	(0)	(0)	(4)
EDU 144	Child Development I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	0	0	7

Term II

EDU 145	Child Development II	3	0	0	3
— —	EDU Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Term III

COE 111	Co-op Work Experience I	0	0	10	1
EDU 221	Children with Exceptional	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	10	4

Total Credit Hours: 17

Additional Information

All prerequisites for courses must be met before courses are taken. See an EDU advisor about pre-requisites.

EDU Electives - Select one: EDU146, EDU 147, EDU 247, EDU 248

Early Childhood Education/Teacher Associate

Curriculum Description

Teacher Associate is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A5522B
Day and Evening
POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

EDU 111	A) Early Childhood						
	Cred I	2	0	0	0	2	

AND

EDU 112	Early Childhood						
	Cred II	2	0	0	0	2	
EDU 111	B) Early Childhood						
	Cred I	(2)	(0)	(0)	(0)	(2)	
AND							
EDU 113	Family/Early						
	Childhood Edu	(2)	(0)	(0)	(0)	(2)	
OR							
EDU 119	C) Introd to Early						
	Childhood Edu	(4)	(0)	(0)	(0)	(4)	
EDU 144	Child						
	Development I	3	0	0	0	3	
EDU 146	Child Guidance	3	0	0	0	3	
ENG 111	Expository Writing	3	0	0	0	3	
SOC 210	Introduction to						
	Sociology	3	0	0	0	3	
		16	0	0	0	16	

Term II

CIS 110	Introduction to						
	Computers*	2	2	0	0	3	
OR							
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(0)	(2)	
EDU 145	Child						
	Development II	3	0	0	0	3	
EDU 151	Creative Activities	3	0	0	0	3	
EDU 153	Health, Safety, and						
	Nutrition	3	0	0	0	3	
EDU 186	Reading and						
	Writing Methods	3	0	0	0	3	
ENG 112	Argument-Based						
	Research*	3	0	0	0	3	
OR							
ENG 114	Prof Research &						
	Reporting*	(3)	(0)	(0)	(0)	(3)	
		17	2	0	0	18	
		(16)	(2)	(0)	(0)	(17)	

Term III

COE 111	Co-op Work						
	Experience I	0	0	10	0	1	
AND							
EDU 118	Teach Assoc Princ						
	& Pract	3	0	0	0	3	
EDU 221	Children with						
	Exceptional	3	0	0	0	3	
EDU 235	School-Age Dev &						
	Programs	2	0	0	0	2	
EDU 271	Educational						

	Technology	2	2	0	3
EDU 280	Language & Literacy Exp	3	0	0	3
— —	EDU Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		16	2	10	18

Term IV

COE 121	Co-op Work Experience II	0	0	10	1
---------	--------------------------	---	---	----	---

AND

EDU 285	Internship Exp-School Age	1	0	0	1
---------	---------------------------	---	---	---	---

EDU 275	Effective Teacher Training	2	0	0	2
---------	----------------------------	---	---	---	---

EDU 131	Child, Family, and Community	3	0	0	3
---------	------------------------------	---	---	---	---

MAT 115	Mathematical Models	2	2	0	3
---------	---------------------	---	---	---	---

OR

MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
---------	------------------------	-----	-----	-----	-----

OR

MAT 141	Mathematical Concepts I*	(3)	(0)	(0)	(3)
---------	--------------------------	-----	-----	-----	-----

MAT 141A	Mathematical Concepts I Lab*	(0)	(2)	(0)	(1)
----------	------------------------------	-----	-----	-----	-----

OR

MAT 161	College Algebra*	(3)	(0)	(0)	(3)
---------	------------------	-----	-----	-----	-----

PSY 118	Interpersonal Psychology	3	0	0	3
---------	--------------------------	---	---	---	---

OR

PSY 150	General Psychology*	(3)	(0)	(0)	(3)
---------	---------------------	-----	-----	-----	-----

— —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
-----	-------------------------------	----------	----------	----------	----------

15	2	10	15
(15)	(2)	(10)	(17)

Total Credit Hours: 66

Additional Information

*This course is recommended for students transferring to a four-year university. Students wishing to transfer this degree to a four-year institution should see an EDU advisor for additional requirements.

EDU Electives: EDU 252, EDU 216, EDU 250

Humanities/Fine Arts Electives: ART 111, ENG

273, HUM 121, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Students intending to transfer this degree to a four-year institution should take the Praxis I test prior to transferring. EDU 250 Praxis I Preparation should be taken.

Early Childhood Education/ Teacher Associate - School Age

Certificate

C5522B

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

EDU 111	A) Early Childhood Cred I	2	0	0	2
---------	---------------------------	---	---	---	---

AND

EDU 112	Early Childhood Cred II	2	0	0	2
---------	-------------------------	---	---	---	---

EDU 111	B) Early Childhood Cred I	(2)	(0)	(0)	(2)
---------	---------------------------	-----	-----	-----	-----

AND

EDU 113	Family/Early Childhood Edu	(2)	(0)	(0)	(2)
---------	----------------------------	-----	-----	-----	-----

OR

EDU 119	C) Intro to Early Childhood Edu	(4)	(0)	(0)	(4)
---------	---------------------------------	-----	-----	-----	-----

EDU 144	Child Development I	3	0	0	3
---------	---------------------	---	---	---	---

EDU 146	Child Guidance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	0	10

Term II

EDU 145	Child Development II	3	0	0	3
---------	----------------------	---	---	---	---

EDU 235	School-Age Dev & Program	2	0	0	2
---------	--------------------------	---	---	---	---

— —	EDU Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	0	0	8

Total Credit Hours: 18

Additional Information

All prerequisites for courses must be met before courses are taken. See an EDU advisor about prerequisites.

Students must meet prerequisite requirements by taking EDU 144 and EDU 145 prior to taking this course.

EDU Electives: EDU 131, EDU 221, EDU 275

Electrical/Electronics Technology

Curriculum Description

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D35220
Day
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
BPR	130	Blueprint Reading/Const	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
ISC	115	Construction Safety	2	0	0	2
MAT	101	Applied Mathematics I	2	2	0	3
			10	16	0	16

Term I

Term II

ELC	114	Basic Wiring II	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
ELC	118	National Electrical Code	1	2	0	2
ENG	101	Applied Communications I	3	0	0	3
ISC	112	Industrial Safety	2	0	0	2
			10	14	0	15

Term III

ELC	115	Industrial Wiring	2	6	0	4
ELN	229	Industrial Electronics	2	4	0	4
			4	10	0	8

Total Credit Hours: 39

Electrical/Electronics Technology

Certificate

C35220
Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
			5	12	0	9

Term I

Term II

ELC	114	Basic Wiring II	2	6	0	4
ELC	118	National Electrical Code	1	2	0	2
			3	8	0	6

Total Credit Hours: 15

Electronics Engineering Technology

Course Description

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET). TAC/ABET offices are located and can be reached at 111 Market Place, Suite 1050, Baltimore, MD 21202.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A40200

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

EGR	131	Intro to Electronics Tech	1	2	0	2	
ELC	131	DC/AC Circuit Analysis	4	3	0	5	
ELC	131A	DC/AC Circuit Analysis Lab	0	3	0	1	
ELC	127	Software for Technicians	1	3	0	2	
ENG	111	Expository Writing	3	0	0	3	
MAT	121	Algebra/Trigonometry I	2	2	0	3	
			11	13	0	16	

Term II

CET	111	Computer Upgrade/Repair I	2	3	0	3	
ELN	131	Semiconductor Applications	3	3	0	4	
MAT	122	Algebra/Trigonometry II	2	2	0	3	
PHY	131	Physics - Mechanics	3	2	0	4	
PSY	118	Interpersonal Psychology	3	0	0	3	
OR							
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
			13	10	0	17	

Term III

ELN	132	Linear IC Applications	3	3	0	4	
ELN	133	Digital Electronics	3	3	0	4	
MAT	223	Applied Calculus	2	2	0	3	
			8	8	0	11	

Term IV

ELN	229	Industrial Electronics	2	4	0	4	
ELN	232	Intro to Microprocessors	3	3	0	4	
ELN	237	Local Area Networks	2	3	0	3	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
			10	10	0	14	

Term V

ELN 233	Microprocessor Systems	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
ENG 114	Prof Research & Reporting	3	0	0	3
PHY 133	Physics - Sound & Light	3	2	0	4
		12	8	0	15

Total Credit Hours: 73**Additional Information**

Humanities/Fine Arts Electives: ART 111, ENG 131, ENG 273, HUM 115, HUM 160, HUM 220, MUS 110, REL 110, or REL 221. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Electronics Engineering Technology

Associate in Applied Science

A40200

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical	Credit	Co-op Hours

Term I

ELC 131	DC/AC Analysis	4	3	0	5
ELC 131A	DC/AC Analysis Lab	0	3	0	1
EGR 131	Intro to Electronics Tech	1	2	0	2
MAT 121	Algebra/Trigonometry I	2	2	0	3
		7	10	0	11

Term II

CET 111	Computer Upgrade and Repair I	2	3	0	3
ELN 131	Semiconductor Applications	3	3	0	4
MAT 122	Algebra/Trigonometry II	2	2	0	3

ELC 127	Software for Technicians	1	3	0	2
		8	11	0	12

Term III

ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
		6	6	0	8

Term IV

ELN 232	Intro to Microprocessors	3	3	0	4
PHY 131	Physics - Mechanics	3	2	0	4
ENG 111	Expository Writing	3	0	0	3
MAT 223	Applied Calculus	2	2	0	3
		12	5	0	14

Term V

ELN 233	Microprocessor Systems	3	3	0	4
ELN 229	Industrial Electronics	2	4	0	4
PHY 133	Physics - Sound & Light	3	2	0	4
		8	9	0	12

Term VI

ELN 237	Local Area Networks	2	3	0	3
ELN 260	Prog Logic Controllers	3	3	0	4
		5	6	9	7

Term VII

ENG 114	Prof Research and Reporting	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	3	0	0	3
—	Humanities/Fine Arts Elective	3	0	0	3
		9	0	0	9

Total Credit Hours: 73**Additional Information**

Humanities/Fine Arts Electives: ART 111, ENG 131, ENG 273, HUM 115, HUM 160, HUM 220, MUS 110, REL 110, or REL 221. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Electronics Engineering Technology

Certificate

C40200

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

ELC	131	DC/AC Analysis	4	3	0	5
ELC	131A	DC/AC Analysis Lab	0	3	0	1
MAT	121	Algebra/ Trigonometry I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			6	8	0	9

Term II

ELN	131	Semiconductor Applications	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
			3	3	0	4

Term III

ELN	133	Digital Electronics	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
			3	3	0	4

Total Credit Hours: 17

Emergency Medical Science

Curriculum Description

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, speciality areas of hospitals, industry, educational institutions, and governmental agencies.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45340

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

BIO 165	Anatomy and Physiology I	3	3	0	4
CIS 110	Introduction to Computers*	2	2	0	3
OR					

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
ENG 111	Expository Writing	3	0	0	3
EMS 110	EMT-Basic	5	6	0	7
EMS 150	Emerg Vehicles & EMS Comm	1	3	0	3
		14	14	0	20
		(13)	(14)	(0)	(19)

Term II

BIO 166	Anatomy and Physiology II	3	3	0	4
EMS 120	Intermediate Intervention	2	3	0	3
EMS 121	EMS Clinical Practicum I	0	0	6	2
OR					
COE 111	Co-op Work Experience I	(0)	(0)	(10)	(1)
EMS 130	Pharmacology I for EMS	1	3	0	2
EMS 131	Adv Airway Management	1	2	0	2
PHI 240	Introduction to Ethics	3	0	0	3
		10	11	6	1
		(10)	(11)	(10)	(15)

Term III

COE 121	Co-op Work Experience II	0	0	10	1
EMS 210	Adv Patient Assessment	1	3	0	2
EMS 222	EMS Hospital Clinical II	0	0	6	2
EMS 230	Pharmacology II for EMS	1	3	0	2
EMS 260	Advanced Trauma Emergencies	1	3	0	2
		3	9	16	9

Term IV

COE 131	Co-op Work Experience III	0	0	10	1
EMS 220	Cardiology	2	6	0	4
EMS 232	EMS Hospital Clinical III	0	0	6	2
EMS 240	Special Needs Patients	1	2	0	2
PSY 118	Interpersonal Psychology	3	0	0	3

OR

PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		6	8	16	12

Term V

COE 211	Co-op Work Experience IV	0	0	10	1
---------	--------------------------	---	---	----	---

COM 120	Intro Interpersonal Com*	3	0	0	3
---------	--------------------------	---	---	---	---

OR

COM 321	Public Speaking*	(3)	(0)	(0)	(3)
---------	------------------	-----	-----	-----	-----

OR

ENG 115	Oral Communication	(3)	(0)	(0)	(3)
---------	--------------------	-----	-----	-----	-----

EMS 140	Rescue Scene Management	1	3	0	2
---------	-------------------------	---	---	---	---

EMS 242	EMS Hospital Clinical IV	0	0	6	2
---------	--------------------------	---	---	---	---

EMS 250	Adv Medical Emergencies	2	3	0	3
---------	-------------------------	---	---	---	---

EMS 270	Life Span Emergencies	2	2	0	3
		8	8	16	14

Term IV

EMS 235	EMS Management	2	0	0	2
---------	----------------	---	---	---	---

EMS 285	EMS Capstone	1	3	0	2
		3	3	0	2

Total Credit Hours: 73**Additional Information**

*This course is recommended for students transferring to a four-year university.

Emergency Medical Science - Bridging Program

Associate in Applied Science

A45340B

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

BIO 165	Anatomy & Physiology I	3	3	0	4
---------	------------------------	---	---	---	---

CIS 110	Introduction to Computers*	2	2	0	3
---------	----------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
---------	-------------------	-----	-----	-----	-----

ENG 111	Expository Writing	3	0	0	3
---------	--------------------	---	---	---	---

EMS 280	EMS Bridging	2	2	0	3
---------	--------------	---	---	---	---

		10	7	0	13
--	--	----	---	---	----

		(9)	(7)	(0)	(12)
--	--	-----	-----	-----	------

Term II

BIO 166	Anatomy and Physiology II	3	3	0	4
---------	---------------------------	---	---	---	---

COM 120	Intro Interpersonal Com*	3	0	0	3
---------	--------------------------	---	---	---	---

OR

COM 231	Public Speaking*	(3)	(0)	(0)	(3)
---------	------------------	-----	-----	-----	-----

OR

ENG 115	Oral Communication	(3)	(0)	(0)	(3)
---------	--------------------	-----	-----	-----	-----

EMS 140	Rescue Scene Management	1	3	0	2
---------	-------------------------	---	---	---	---

PHI 240	Introduction to Ethics	3	0	0	3
		10	6	0	12

Term III

EMS 235	EMS Management	2	0	0	2
---------	----------------	---	---	---	---

PSY 118	Interpersonal Psychology	3	0	0	3
---------	--------------------------	---	---	---	---

OR

PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		5	0	0	5

Total Credit Hours: 29 - 30**Additional Information**

Prerequisite for admissions to the Emergency Medical Science - Bridging Program include the following:

1. EMT-P certification
2. Advanced Cardiac Life Support certification.
3. Basic Trauma Life Support certification.
4. Pediatric Advanced Life Support certification.
5. Documentation of 4000 hours of patient care contact (1.5 years working a 24/48 schedule).

*This course is recommended for students transferring to a four-year university.

Emergency Preparedness Technology

Curriculum Description

The Emergency Preparedness Technology curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A55420
Online
POS Approved: Spring 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Intro to Computers*	2	2	0	3
-----	-----	---------------------	---	---	---	---

OR						
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
EPT	120	Sociology of Disaster	3	0	0	3
FIP	236	Emergency Management	3	0	0	3
—	—	FIP Elective	**	0	0	**
			**	4	0	**

Term II

ENG	112	Argument-Based Research*	3	0	0	3
-----	-----	--------------------------	---	---	---	---

OR						
ENG	113	Literature-Based Research*	(3)	(0)	(0)	(3)

OR						
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)

EPT	150	EMS Incident Management	2	2	0	3
-----	-----	-------------------------	---	---	---	---

EPT	220	Terrorism and Emer Mgt	3	0	0	3
—	—	FIP Elective	**	**	**	**

—	—	FIP/CJC/EMS Elective	**	**	**	**
---	---	----------------------	----	----	----	----

MAT	115	Mathematical Models	2	2	0	3
-----	-----	---------------------	---	---	---	---

OR						
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)

OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
			**	**	**	**

Term III

FIP	164	OSHA Standards	3	0	0	3
—	—	FIP/CJC/EMS Elective	**	**	**	**

—	—	Social/Behavioral Science Elective	3	0	0	3
			**	**	**	**

Term IV

CJC	131	Criminal Law	3	0	0	3
-----	-----	--------------	---	---	---	---

OR						
FIP	152	Fire Protection Law	(3)	(0)	(0)	(3)

CJC	215	Organization & Administration	3	0	0	3
-----	-----	-------------------------------	---	---	---	---

OR

EMS	235	EMS Management	(2)	(0)	(0)	(2)
OR						
FIP	276	Managing Fire Sciences	(3)	(0)	(0)	(3)
EPT	275	Emergency OPS Center Mgt	3	0	0	3
—	—	Humanities/Fine Arts Elective	3	0	0	3
			12	0	0	12
			(11)	(0)	(0)	(11)

Term V

EPT	210	Disaster Resp OPS and Mgt	3	0	0	3
—	—	FIP/CJC/EMS Elective	**	**	**	**
FIP	228	Local Govt Finance	3	0	0	3
POL	120	American Government	3	0	0	3
OR						
POL	130	State & Local Gov	(3)	(0)	(0)	(3)
			**	**	**	**

Total Credit Hours: 64

Additional Information

CJC/EMS/FIP Electives - Must total a minimum of 13 hours (Not more than 9 hours can be from CJC or 9 hours from EMS prefixes): CJC 111, CJC 132, CJC 212, CJC 225, CJC 231, EMS 110, EMS 140, EMS 150, FIP 136, FIP 140, FIP 176, FIP 224, FIP 230, FIP 231, FIP 240, FIP 256

Humanities/Fine Arts Elective - Select One: ART 111, HUM 110, HUM 115, HUM 120, MUS 110, PHI 215, REL 110, REL 211, or REL 212. Consult an academic advisor concerning other possible electives.

Social/Behavior Science Elective - Select one: PSY 118, PSY 150, SOC 210, or SOC 215

*This course is recommended for students transferring to a four-year university.

**Hours vary depending on course selection.

Financial Services

Curriculum Description

The Financial Services curriculum is designed to provide students with the knowledge necessary for employment in the financial services sector of the economy.

Course work includes accounting, business ethics, business law, business finance, computer applications, customer service, financial planning, insurance, marketing, personal finance, real estate, and selling. Related skills are developed through the study of communications, humanities, mathematics and psychology.

Graduates may find employment with banks, savings and loans, credit unions, insurance companies, brokerage firms, pension benefit companies, realty firms, and mortgage companies.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25330

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I						
ACC	120	Prin of Financial Acct	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
OR						
OST	137	Office Software Applicat	(1)	(2)	(0)	(2)
ENG	111	Expository Writing	3	0	0	3
			14	4	0	16
			(13)	(4)	(0)	(15)

Term II

ACC	121	Prin of Managerial Acct	3	2	0	4
CTS	130	Spreadsheet	2	2	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OR						
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
			13	6	0	16
			(14)	(4)	(0)	(16)

Term III

COM	110	Introduction to Communication*	3	0	0	3
OR						
COM	231	Public Speaking*	(3)	(0)	(0)	(3)
OR						
ENG	112	Argument-Based Research*	(3)	(0)	(0)	(3)
OR						
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
MKT	120	Principles of Marketing	3	0	0	3
OST	286	Professional Development	3	0	0	3
			9	0	0	9

Term IV

BUS	147	Business Insurance	3	0	0	3
BUS	148	Survey of Real Estate	3	0	0	3
OR						
RLS	112	Broker Prelicensing	(5)	(0)	(0)	(5)
DBA	112	Database Utilization	2	2	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			14	2	0	15
			(16)	(2)	(0)	(17)

Term V

BAF 143	Financial Planning	3	0	0	3
BUS 225	Business Finance	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
COE 111	Co-op Work Experience I	0	0	10	1
OR					
MKT 223	Customer Service	(3)	(0)	(0)	(3)
_____	Humanities/Fine Arts Elective	3	0	0	3
		12	0	10	13
		(15)	(0)	(0)	(15)

Total Credit Hours: 68 - 73

Additional Information

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 115, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Financial Services

Associate in Applied Science

A25330
Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
BUS 115	Business Law I	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
		9	2	0	10

Term II

ACC 121	Prin of Managerial Acct	3	2	0	4
BUS 125	Personal Finance	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
		9	2	0	10

Term III

CIS 110	Introduction to Computers*	2	2	0	3
OR					
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
OR					
OST 137	Office Software Applicat	(1)	(2)	(0)	(2)
ECO 252	Prin of Macroeconomics	3	0	0	3
OST 286	Professional Development	3	0	0	3
		8	2	0	9
		(7)	(2)	(0)	(8)

Term IV

BUS 147	Business Insurance	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
		7	4	0	9
		(8)	(2)	(0)	(9)

Term V

BUS 225	Business Finance	3	0	0	3
DBA 112	Database Utilization	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		8	2	0	9

Term VI

COM 110	Introduction to Communication*	3	0	0	3
OR					
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
OR					
ENG 112	Argument-Based Research*	(3)	(0)	(0)	(3)
OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
MKT 120	Principles of Marketing	3	0	0	3
		6	0	0	6

Term VII

BUS 148	Survey of Real Estate	3	0	0	3
---------	-----------------------	---	---	---	---

OR

RLS 112	Broker Prelicensing	(5)	(0)	(0)	(5)
---------	---------------------	-----	-----	-----	-----

MKT 123	Fundamentals of Selling	3	0	0	3
---------	-------------------------	---	---	---	---

—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9
		(11)	(0)	(0)	(11)

Term VIII

BAF 143	Financial Planning	3	0	0	3
---------	--------------------	---	---	---	---

BUS 240	Business Ethics	3	0	0	3
---------	-----------------	---	---	---	---

COE 111	Co-op Work Experience I	0	0	10	1
---------	-------------------------	---	---	----	---

OR

MKT 223	Customer Service	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
		6	0	10	7
		(9)	(0)	(0)	(9)

Total Credit Hours: 68 - 73**Additional Information**

Humanities/Fine Arts Electives – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 115, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Fire Protection Technology

Curriculum Description

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A55240

Day and Evening

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS	110	Intro to Computers*	2	2	0	3
OR						

CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
-----	-----	-------------------	-----	-----	-----	-----

ENG	111	Expository Writing	3	0	0	3
-----	-----	--------------------	---	---	---	---

FIP	120	Intro to Fire Protection	3	0	0	3
FIP	132	Building Construction	3	0	0	3
—	—	FIP Elective	**	**	**	**
—	—		**	**	**	**

Term II

ENG	112	Argument-Based Research*	3	0	0	3
OR						

ENG	113	Literature-Based Research*	(3)	(0)	(0)	(3)
OR						

ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
-----	-----	----------------------------	-----	-----	-----	-----

FIP	124	Fire Prevention, Public Education	3	0	0	3
-----	-----	-----------------------------------	---	---	---	---

FIP	128	Fire Detection and Investigation	3	0	0	3
-----	-----	----------------------------------	---	---	---	---

MAT	115	Mathematical Models	2	2	0	3
-----	-----	---------------------	---	---	---	---

OR						
MAT	140	Survey of Mathematics*	3	0	0	3
OR						

MAT	161	College Algebra*	3	0	0	3
—	—	FIP Elective	**	**	**	**
—	—		**	**	**	**

Term III

FIP	164	OSHA Standards	3	0	0	3
FIP	220	Fire Fighting Strategies	3	0	0	3

—	—	FIP Elective	**	**	**	**
—	—	Social/Behavioral Science Elective	3	0	0	3
—	—		**	**	**	**

Term IV

FIP	152	Fire Protection Law	3	0	0	3
FIP	276	Managing Fire Services	3	0	0	3

OR						
EMS	235	EMS Management	(2)	(0)	(0)	(2)

—	—	FIP Elective	**	**	**	**
—	—	FIP Elective	**	**	**	**

—	—	Humanities/Fine Arts Elective	3	0	0	3
—	—		**	**	**	**

Term V

FIP	136	Inspections and Codes	3	0	0	3
FIP	144	Sprinklers & Auto Alarms	2	2	0	3
FIP	224	Instructional Methodology	4	0	0	4
FIP	236	Emergency Management	3	0	0	3
_____	_____	FIP Elective	**	**	**	**
			**	**	**	**

Total Credit Hours: 70**Additional Information**

EMS Elective: EMS 110

FIP Electives: FIP 140, FIP 148, FIP 160/160A, FIP 176, FIP 180, FIP 188, FIP 221, FIP 228, FIP 230, FIP 231, FIP 232, FIP 240, FIP 244, FIP 256, FIP 264

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, HUM 160, HUM 220, MUS 110, PHI 215, REL 110, or REL 112. Consult an academic advisor concerning other possible electives.

Social/Behavior Science Elective - Selection one: PSY 118, PSY 150, SOC 210, SOC 215

*This course is recommended for students transferring to a four-year university.

**Hours will vary depending on course selection.

General Occupational Technology

Curriculum Description

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Associate in Applied Science

A55280
Day and Evening
POS Approved: Fall 2006

A.A.S. Requirements

Minimum General Education Hours	15*
Minimum Major Courses	49**
Other Required Hours	0-7***

Total Semester Hours: 64 - 76

Definitions

*General Education

Humanities/Fine Arts	3
Social/Behavioral Sciences	3
Natural Sciences/Mathematics	3
Communications	
(3 hours must be ENG 111)	6
Total	15

Degree programs must contain a minimum of 15 semester hours including at least one course

from each of the following areas: humanities/ fine arts, social/behavioral sciences, and natural sciences/mathematics.

Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

**Major Courses

Total Minimum Major Hours Required 49

Hours are to be selected from approved programs of study in the areas of Core, Core-Subject Areas, Other Major Courses, Other Major Courses-Subject Areas, and/or Other Required Hours.

A.A.S., diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in a degree or diploma program up to a maximum of 8 semester hours and in a certificate program up to a maximum of 2 semester hours.

Core

The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program.

Concentration (if applicable)

A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

Other Major Courses

Prefixes for Major Courses for curriculums approved to be offered by the College. Other major hours must be selected from prefixes listed on the curriculum standard. A maximum

of 9 semester hours credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate of applied science degree programs up to a maximum of 8 semester hours credit.

***Other Required Hours

A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

A.A.S. State Standard

Requirements

49 SHC

A. Core

Required courses	none
Required Subject Areas	none

B. Concentration (if applicable)

Required Courses	none
------------------	------

C. Other Major Courses

To be selected from the following prefixes:
Prefixes for Major Courses for curriculums approved to be offered by the college.

General Occupational Technology

Diploma

D55280

Day and Evening

POS Approved: Fall 2006

Diploma Requirements

Minimum General Education Hours	6*
Minimum Major Courses	30**

Total Semester Hours: 36 – 48

Definitions

*General Education

Semester hours required (3 hours must be in Communications)

Total	6
--------------	----------

Diploma programs must contain a minimum of 6 semester hours of general education; 3

semester hours must be in communications.

**Major Courses

Minimum Major Hours Required

30

Hours are to be selected from approved programs of study in the areas of Core, Core-Subject Areas, Other Major Courses, Other Major Courses-Subject Areas, and /or Other Required Hours. Diploma programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in a degree or diploma program up to a maximum of 8 semester hours.

Core

The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program.

Concentration (if applicable)

A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

Other Major Courses

Prefixes for Major Courses for curriculums, approved to be offered by the College. Other major hours must be selected from prefixes listed on the curriculum standard. Work experience, including cooperative education, practicums, and internships, may be included in diploma programs up to a maximum of 8 semester hours credit.

Other Required Hours

A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

Diploma State Standard30 SHC

A. Core

Required courses	none
Required Subject Areas	none

B. Concentration (if applicable)

Required Courses	none
------------------	------

C. Other Major Courses

To be selected from the following prefixes:
Prefixes for Major Courses for curriculums
approved to be offered by the college.

Global Logistics Technology

Curriculum Description

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts.

Upon completion, graduates may be eligible for certification credentials through the Educational Society for Resource Management (APICS) and the American Society of Transportation and Logistics (AST&L).

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25170

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

BUS 115	Business Law I	3	0	0	3
---------	----------------	---	---	---	---

BUS 137	Principles of Management	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
		14	2	0	15
		(15)	(0)	(0)	(15)

Term II

CIS 110	Introduction to Computers*	2	2	0	3
OR					
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
COM 120	Intro Interpersonal Com*	3	0	0	3
OR					
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
OR					
ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
LOG 125	Transportation Logistics	3	0	0	3
LOG 215	Supply Chain Management	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
—	Business Elective**	**	**	**	**
		**	**	**	**

Term IV

ACC 120	Prin of Financial Acct	3	2	0	4
DBA 110	Database Concepts	2	3	0	3
INT 110	International Business	3	0	0	3
OR					
ISC 131	Quality Management	(3)	(0)	(0)	(3)
OR					
ISC 125	Principles of Industrial Mgmt	(3)	(0)	(0)	(3)

LOG 235	Import/Export Management	3	0	0	3
LOG 240	Purchasing Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	5	0	16
		(14)	(5)	(0)	(16)

Term V

CTS 130	Spreadsheet	2	2	0	3
LOG 250	Advanced Global Logistics	3	2	0	4
— — —	Business Elective**	**	**	**	**
— — —	Business Elective**	**	**	**	**
— — —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		**	**	**	**

Total Credit Hours: 64 Minimum

Additional Information

*This course is recommended for students transferring to a four-year university.

** Hours will vary depending on course selection.

Business Electives: ACC 121, BUS 110, BUS 225, COE 111, GIS 110, GIS 111, GIS 211, INT 230, MKT 120, MKT 224

Humanities/Fine Arts Elective – Select one: ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 262, ENG 273, HUM 110, HUM 121, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Global Logistics Technology

Associate in Applied Science

A25170
Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

ENG 111	Expository Writing	3	0	0	3
LOG 110	Introduction to Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Term II

CIS 110	Introduction to Computers*	2	2	0	3
	OR				
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
MAT 115	Mathematical Models	2	2	0	3
	OR				
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
	OR				
MAT 161	College Algebra*	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
		4	4	0	6
		(3+)	(2+)	(0)	(5+)

Term III

BUS 115	Business Law I	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	OR				
PSY 150	General Psychology*	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
		6	0	0	6

Term IV

ACC 120	Prin of Financial Acct	3	2	0	4
BUS 137	Principles of Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	2	0	7

Term V

DBA 110	Database Concepts	2	3	0	3
COM 120	Intro Interpersonal Com*	3	0	0	3
	OR				
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
	OR				
ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
	OR				
ENG 115	Oral Communication	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
		5	3	0	6

Term VI

— — —	Business Elective**	**	**	**	**
— — —	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		**	**	**	**

Term VII

INT 110 International Business 3 0 0 3

OR

ISC 131 Quality Management (3) (0) (0) (3)

ORISC 125 Principles of
Industrial Mgmt (3) (0) (0) (3)LOG 125 Transportation
Logistics 3 0 0 3
6 0 0 6**Term VIII**

CTS 130 Spreadsheet 2 2 0 3

LOG 215 Supply Chain
Management 3 0 0 3
5 2 0 6**Term IX**____ Business Elective** ** ** ** **
** ** ** ****Term X**LOG 235 Import/Export
Management 3 0 0 3LOG 240 Purchasing Logistics 3 0 0 3
6 0 0 6**Term XI**LOG 250 Advanced Global
Logistics 3 2 0 4____ Business Elective ** ** ** **
** ** ** ****Total Credit Hours: 64 Minimum****Additional Information**

*This course is recommended for students transferring to a four-year university.

** Hours will vary depending on course selection.

Business Electives: ACC 121, BUS 110, BUS 225, COE 111, GIS 110, GIS 111, GIS 211, INT 230, MKT 120, MKT 224

Humanities/Fine Arts Elective – Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 121, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Global Logistics Technology**Diploma**

D25170

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term ICIS 110 Introduction to
Computers* 2 2 0 3**OR**

CIS 111 Basic PC Literacy (1) (2) (0) (2)

ENG 111 Expository Writing 3 0 0 3

LOG 110 Introduction to
Logistics 3 0 0 3

MAT 115 Mathematical Models 2 2 0 3

ORMAT 140 Survey of
Mathematics* (3) (0) (0) (3)**OR**MAT 161 College Algebra* (3) (0) (0) (3)
10 4 0 12
(9+)(2+) (0) (11)**Term II**

ACC 120 Prin of Financial Acct 3 2 0 4

BUS 137 Principles of
Management 3 0 0 3INT 110 International
Business 3 0 0 3**OR**ISC 131 Quality
Management (3) (0) (0) (3)**OR**ISC 125 Principles of
Industrial Mgmt (3) (0) (0) (3)LOG 125 Transportation
Logistics 3 0 0 3LOG 215 Supply Chain
Management 3 0 0 3
15 2 0 16**Term III**ACC 121 Prin of Managerial
Acct 3 2 0 4LOG 235 Import/Export
Management 3 0 0 3

LOG 240	Purchasing Logistics	3	0	0	3
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	2	0	13

Total Credit Hours: 40 - 41

Global Logistics Technology

Diploma

D25170
Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	2	0	9
		(9)	(0)	(0)	(9)

Term II

CIS 110	Introduction to Computers*	2	2	0	3
OR					
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
LOG 110	Introduction to Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	2	0	6
		(4)	(2)	(0)	(5)

Term III

ACC 120	Prin of Financial Acct	3	2	0	4
INT 110	International Business	3	0	0	3
OR					
ISC 131	Quality Management	(3)	(0)	(0)	(3)
OR					
ISC 125	Principles of Industrial Mgmt	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
		6	2	0	7

Term IV

BUS 137	Principles of Management	3	0	0	3
LOG 125	Transportation Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Term V

ACC 121	Prin of Managerial Acct	3	2	0	4
LOG 215	Supply Chain Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	2	0	7

Term VI

LOG 235	Import/Export Management	3	0	0	3
LOG 240	Purchasing Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Total Credit Hours: 40 - 41

Global Logistics Technology

Certificate

C25170
Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

INT 110	International Business	3	0	0	3
OR					
ISC 131	Quality Management	(3)	(0)	(0)	(3)
OR					
ISC 125	Principles of Industrial Mgmt	(3)	(0)	(0)	(3)
LOG 110	Introduction to Logistics	3	0	0	3
LOG 125	Transportation Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9

Term II

LOG 215	Supply Chain Management	3	0	0	3
LOG 235	Import/Export Management	3	0	0	3

LOG 240	Purchasing Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9

Total Credit Hours: 18

Global Logistics Technology – Geographic Information Systems

Certificate

C25170GI

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab	Clinical/ Shop	Credit/ Co-op Hours
Term I						
GIS	110	Survey of GIS/GPS	1	0	0	1
GIS	111	Introduction to GIS	2	2	0	3
GIS	211	GIS/GPS Project	1	2	0	2
LOG	110	Introduction to Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	4	0	9

Term II

LOG	125	Transportation Logistics	3	0	0	3
LOG	215	Supply Chain Management	3	0	0	3
LOG	240	Purchasing Logistics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	0	9

Total Credit Hours: 18

Graphic Arts and Imaging Technology

Curriculum Description

The Graphic Arts and Imaging Technology curriculum is designed to provide students with knowledge and skills necessary for employment in the printing, publishing, packaging, and related industries.

Students will receive hands-on training in computer publishing, imaging technology, offset lithography, screen printing, and emerging printing technologies. Training may also include flexography, graphic design, and multimedia.

Graduates should qualify for career opportunities within the printing and publishing industries.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A30180

Day

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I						
CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
GRA	110	Graphic Arts Orientation	2	2	0	2
GRA	121	Graphic Arts I	2	4	0	4
GRA	151	Computer Graphics I	1	3	0	2
GRA	161	Computer Graphics App I	0	3	0	1
GRD	141	Graphic Design I	2	4	0	4
			9	18	0	16
			(8)	(18)	(0)	(15)

Term II

ENG	111	Expository Writing	3	0	0	3
GRA	152	Computer Graphics II	1	3	0	2
GRA	162	Computer Graphics App II	0	3	0	1
GRA	221	Graphic Arts II	2	4	0	4
GRA	255	Image Manipulation I	1	3	0	2
MAT	115	Mathematical Models	2	2	0	3
			9	19	0	15

Term III

GRA	112	Graphics Problem Solving	2	0	0	2
GRA	222	Graphic Arts III	2	4	0	4
GRA	256	Image Manipulation II	1	3	0	2
			5	7	0	8

Term IV

ENG	114	Prof Research & Reporting	3	0	0	3
GRA	153	Computer Graphics III	1	3	0	2
PRN	155	Screen Printing I	1	3	0	2
PRN	221	Offset Press Operations	1	4	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			9	10	0	13

Term V

BUS	110	Introduction to Business*	3	0	0	3
OR						
BUS	230	Small Business Management	(3)	(0)	(0)	(3)
GRA	257	Image Manipulation III	1	3	0	2
GRD	271	Multimedia Design I	1	3	0	2
PRN	131	Flexography I	2	4	0	4
—	—	Humanities/Fine Arts Elective	3	0	0	3
			10	10	0	14

Total Credit Hours: 68 - 69

Additional Information

Humanities/Fine Arts Electives - Select one: ART 111, ENG 125, HUM 110, HUM 115, HUM 121, HUM 160, HUM 220, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Graphic Arts and Imaging Technology

Diploma

D30180

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
GRA	110	Graphic Arts Orientation	2	0	0	2
GRA	121	Graphic Arts I	2	4	0	4
GRD	141	Graphic Design I	2	4	0	4
GRA	151	Computer Graphics	1	3	0	2
GRA	161	Computer Graphic Applications I	0	3	0	1
			9	18	0	16
			(8)	(18)	(0)	(15)

Term II

GRA	152	Computer Graphics II	1	3	0	2
GRA	162	Computer Graphic Applications II	0	3	0	1
GRA	221	Graphic Arts II	2	4	0	4
GRA	255	Image Manipulation I	1	3	0	2
ENG	101	Applied Communications I	3	0	0	3
OR						
ENG	111	Expository Writing*	(3)	(0)	(0)	(3)
MAT	101	Applied Mathematics I	2	2	0	3
OR						
MAT	115	Mathematical Models*	(2)	(2)	(0)	(3)
			9	15	0	15

Term III

GRA	112	Graphic Problem Solving	2	0	0	2
GRA	222	Graphic Arts III	2	4	0	4
GRA	256	Image Manipulation II	1	3	0	2
			5	7	0	8

Credit Hours: 38 - 39

Additional Information

*Students entering the Associate in Applied Science degree should take these courses.

Health Information Technology

Instructional Service Agreement with Davidson County Community College

Curriculum Description

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45360

Day

POS Approved: Fall 2001

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

BIO	165	Anatomy & Physiology I*	3	3	0	4
CIS	111	Basic PC Literacy*	1	2	0	2

ENG	111	Expository Writing*	3	0	0	3
HIT	110	Fundamentals of HIM	2	0	0	2
HIT	114	Health Data Systems/Standards	2	3	0	3
MED	121	Medical Terminology I*	3	0	0	3
			14	8	0	17

Term II

BIO	166	Anatomy & Physiology II*	3	3	0	4
ENG	114	Professional Research & Reporting*	3	0	0	3
HIT	112	Health Law & Ethics	3	0	0	3
HIT	220	Computers in Healthcare	1	2	0	2
MAT	140	Survey of Mathematics*	3	0	0	3
MED	122	Medical Terminology II*	3	0	0	3
			16	5	0	18

Term III

PSY	150	General Psychology*	3	0	0	3
			3	0	0	3

Term IV

HIT	210	Health Care Statistics	2	2	0	4
HIT	212	ICD-9-CM Coding	3	3	0	4
HIT	218	Management Principles in HIT	3	0	0	3
HIT	224	Professional Practice IV	1	6	0	3
HIT	226	Principles of Disease	3	0	0	3
			12	11	0	17

Term V

HIT	124	Professional Practice II	1	3	0	2
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	3	0	2
HIT	216	Quality Management	1	3	0	2
HIT	222	Professional Practice III	0	6	0	2
HIT	280	Professional Issues	2	0	0	2
—	—	Humanities/Fine Arts Elective	3	0	0	3
			3	0	0	3
			9	18	0	15

Total Credit Hours: 70

Additional Information

Health Information Technology is offered through an instructional services agreement with Davidson Community College. Courses marked with an asterisk (*) are offered at Forsyth Tech. All other courses are taken at DCCC. Students are advised to review the DCCC catalog (<http://www.davidsoncc.edu>) for specific program information before applying. A grade of C or better is required in all HIT, MED, BIO, and ENG prefix courses.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Association (CAHIIM) in cooperation with the American Health Information Management Association's Council on Accreditation.

Healthcare Management Technology

Curriculum Description

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25200

Day

POS Approved: Fall 2004

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
ACC	120	Prin of Financial Acct	3	2	0	4
ENG	111	Expository Writing	3	0	0	3
HMT	110	Introduction to Healthcare Management	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
OST	149	Medical Legal Issues	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	2	0	16
Term II						
ACC	121	Prin of Managerial Acct	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
MED	122	Medical Terminology II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	2	0	16
Term III						
BUS	153	Human Resource Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
OST	286	Professional Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	2	0	9
Term IV						
ACC	225	Cost Accounting	3	0	0	3
COM	231	Public Speaking*	3	0	0	3
OR						
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
HMT	210	Medical Insurance	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	151A	Statistics I Lab	0	2	0	1
OST	137	Office Software Applications	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			13	4	0	15

Term V

BUS 260	Business				
	Communication	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
HMT 220	Healthcare Financial				
	Management	4	0	0	4
PSY 118	Interpersonal				
	Psychology	3	0	0	3
	OR				
PSY 150	General				
	Psychology*	(3)	(0)	(0)	(3)
—	Humanities/Fine				
	Arts Elective	3	0	0	3
		15	2	0	16

Total Credit Hours: 72**Additional Information**

Humanities/Fine Arts Electives — Select one: ART 111, ENG 231, HUM 121, HUM 220, MUS 110, PHI 215, PHI 240, REL 110, or REL 221. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Healthcare Management Technology

Associate in Applied Science

A25200

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	
ACC 120		Prin of Financial Acct	3	2	0	4	
HMT 110		Introduction to Healthcare Management	3	0	0	3	
			6	2	0	7	

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
HMT 110	Introduction to Healthcare Management	3	0	0	3
		6	2	0	7

Term II

ACC 121	Prin of Managerial Acct	3	2	0	4
HMT 211	Long-Term Care Administration	3	0	0	3
		6	2	0	7

Term III

BUS 153	Human Resource Management	3	0	0	3
OST 286	Professional Development	3	0	0	3
		6	0	0	6

Term IV

MED 121	Medical Terminology I	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
		6	0	0	6

Term V

ENG 111	Expository Writing	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
		6	0	0	6

Term VI

CIS 110	Introduction to Computers	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
		5	2	0	6

Term VII

ACC 225	Cost Accounting	3	0	0	3
OST 137	Office Software Applications	1	2	0	2
		4	2	0	5

Term VIII

BUS 260	Business Communication	3	0	0	3
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
		6	2	0	7

Term IX

CTS 130	Spreadsheet	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	OR				
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		5	2	0	6

Term X

BUS 110	Introduction to Business	3	0	0	3
---------	--------------------------	---	---	---	---

HMT 210	Medical Insurance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Term XI

COM 231	Public Speaking*	3	0	0	3
---------	------------------	---	---	---	---

OR

ENG 115	Oral Communication	(3)	(0)	(0)	(3)
---------	--------------------	-----	-----	-----	-----

HMT 220	Healthcare Financial Management	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
		7	0	0	7

Term XII

_____	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3

Total Credit Hours: 72

Additional Information

Humanities/Fine Arts Electives – Select one: ART 111, ENG 231, HUM 121, HUM 220, MUS 110, PHI 215, PHI 240, REL 110, or REL 221. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Heavy Equipment and Transport Technology

Curriculum Description

The Heavy Equipment and Transport Technology curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium and heavy duty vehicles.

The course work includes the purpose, construction features, and principles of operation of medium and heavy duty vehicles.

Graduates of the curriculum should qualify for entry-level employment opportunities in a dealership, fleet shop, or independent garage as a technician. Graduates that have met the work experience requirements should also be prepared to take the ASE certification exam.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D60240

Day

POS Approved: Fall 2002

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

HET	110	Diesel Engines	3	9	0	6
HET	112	Diesel Electrical Systems	3	6	0	5
HET	125	Preventive Maintenance	1	3	0	2
HET	230	Air Brakes	1	2	0	2
			8	20	0	15

Term II

ELN	112	Diesel Electronics System	2	6	0	4
-----	-----	---------------------------	---	---	---	---

ENG	101	Applied Communications I	3	0	0	3
HET	116	Air Cond/Diesel Equip	1	2	0	2
HET	119	Mechanical Transmissions	2	2	0	3
MAT	101	Applied Mathematics I	2	2	0	3
			10	12	0	15

Term III

HET	114	Power Trains	3	6	0	5
HET	233	Suspension and Steering	2	4	0	4
HYD	112	Hydraulics/Med/Heavy Duty	1	2	0	2
			6	12	0	11

Total Credit Hours: 41

Heavy Equipment and Transport Technology

Certificate

C60240

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

HET	110	Diesel Engines	3	9	0	6
HET	112	Diesel Electrical Systems	3	6	0	5
HET	125	Preventive Maintenance	1	3	0	2
HET	230	Air Brakes	1	2	0	2
			8	20	0	15

Term II

HET	116	Air Cond/Diesel Equip	1	2	0	2
			1	2	0	2

Total Credit Hours: 17

High Performance Computing

Curriculum Description

The High Performance Computing curriculum is designed to prepare students for employment with organizations that require experience with HPC technology. Students will learn to assemble, program and operate high performance cluster computers.

The curriculum includes introductory and advanced levels of HPC architecture including distributed-memory systems, parallel programming concepts, high-speed networking and Linux/UNIX operating systems.

Program graduates can expect to work in an HPC environment that supports educational, industrial, or government agencies that require HPC skills.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25230

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

CIS	115	Intro to Prog & Logic	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
HPC	110	Intro to HPC	2	2	0	3
NOS	110	Operating Systems Concepts	2	3	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			11	11	0	15

Term II

ENG	111	Expository Writing	3	0	0	3
HPC	130	Intro to HPC Communications	2	2	0	3
HPC	140	Intro to HPC Architecture	2	2	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
—	—	Humanities/Fine Arts Elective	3	0	0	3
			12	4	0	15

Term III

COM	120	Intro Interpersonal Com*	3	0	0	3
OR						
COM	132	Public Speaking*	(3)	(0)	(0)	(3)
OR						
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
OR						
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
MAT	115	Mathematical Models	2	2	0	3
OR						
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
NOS	220	Linux/UNIX Admin I	2	2	0	3
			7	4	0	9

Term IV

CSC	125	Intro to Parallel Prog	2	2	0	3
HPC	230	Adv HPC Communication	2	2	0	3
HPC	240	Adv HPC Architecture	2	2	0	3
NOS	221	Linux/UNIX Admin II	2	2	0	3
—	—	Other Major Hours				
		Elective	**	**	**	3
			**	**	**	15

Term V

CSC	225	Adv Parallel Programming	2	2	0	3
HPC	285	Systems Analysis and Design	2	2	0	3
—	—	Other Major Hours				
		Elective	**	**	**	3
—	—	Other Major Hours				
		Elective	**	**	**	3

Other Major Hours				
Elective	**	**	**	3
	**	**	**	15

Total Credit Hours: 69

Additional Information

Humanities/Fine Arts Elective: ART 111, ENG 131, ENG 273, HUM 110, HUM 170, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

Other Major Hours Elective - CSC 229, CSC 234, CSC 251, CSC 258, HPC 245, HPC 270, HPC 272, HPC 280, NOS 222

*This course is recommended for students transferring to a four-year university.

** Hours will vary depending on course selection.

High Performance Computing

Associate in Applied Science

A25230

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS	115	Intro to Prog & Logic	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
HPC	110	Intro to HPC	2	2	0	3
NOS	110	Operating Systems Concepts	2	3	0	3
			8	11	0	12

Term II

HPC	140	Intro to HPC Architecture	2	2	0	3
MAT	115	Mathematical Models	2	2	0	3
		OR				
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
		OR				
MAT	161	College Algebra*	(3)	(0)	(0)	(3)

NOS	120	Linux/UNIX Single User	2	2	0	3
			6	6	0	9

Term III

ENG	111	Expository Writing	3	0	0	3
NOS	220	Linux/UNIX Admin I	2	2	0	3
			5	2	0	6

Term IV

HPC	240	Adv HPC Architecture	2	2	0	3
NOS	221	Linux/UNIX Admin II	2	2	0	3
		Other Major Hours Elective	**	**	**	3
			**	**	**	9

Term V

HPC	130	Intro to HPC Communications	2	2	0	3
		Other Major Hours Elective	**	**	**	3
		Other Major Hours Elective	**	**	**	3
			**	**	**	9

Term VI

COM	120	Intro Interpersonal Com*	3	0	0	3
		OR				
COM	132	Public Speaking*	(3)	(0)	(0)	(3)
		OR				
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
		OR				
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
***		Humanities Elective	3	0	0	3
			6	0	0	6

Term VII

CSC	125	Intro to Parallel Programming	2	2	0	3
HPC	230	Adv HPC Communications	2	2	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
		OR				
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			7	4	0	9

Term VIII

CSC	225	Adv Parallel					
		Programming	2	2	0	3	
HPC	285	Systems Analysis					
		and Design	2	2	0	3	
—	—	Other Major Hours					
		Elective	**	**	**	3	
			**	**	**	9	

Total Credit Hours: 69

Additional Information

Humanities/Fine Arts Elective: ART 111, ENG 131, ENG 273, HUM 110, HUM 170, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

Other Major Hours Elective - CSC 229, CSC 234, CSC 251, CSC 258, HPC 245, HPC 270, HPC 272, HPC 280, NOS 222

*This course is recommended for students transferring to a four-year university.

** Hours will vary depending on course selection.

Horticulture Technology

Curriculum Description

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A15240
Day
POS Approved: Fall 2007

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
CIS	111	Basic PC Literacy	1	2	0	2
HOR	110	Introd to Landscaping	1	2	0	2
HOR	118	Equipment Op & Maintenance	1	3	0	2
HOR	150	Introd to Horticulture	2	0	0	2
HOR	162	Applied Plant Science	2	2	0	3
MAT	115	Mathematical Models	2	2	0	3
			10	12	0	14

Term II

ENG	111	Expository Writing	3	0	0	3
HOR	160	Plant Materials I	2	2	0	3
HOR	166	Soils & Fertilizers	2	2	0	3
HOR	168	Plant Propagation	2	2	0	3
HOR	164	Hort Pest Management	2	2	0	3
			11	8	0	15

Term III

HOR	251	Insects & Diseases	2	2	0	3
HOR	260	Plant Materials II	2	2	0	3
—	—	Other Major Hours				
		Elective (3 hours)	**	**	**	3
			**	**	**	9

Term IV

ENG	114	Prof Research & Reporting	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
—	—	Other Major Hours				
		Elective (8 hours)	**	**	**	8
			**	**	**	14

Term V

HOR	152	Horticultural Practices	0	3	0	1
HOR	170	Hort Computer Apps	1	3	0	2
—	—	Humanities/Fine Arts Elective	3	0	0	3
—	—	Other Major Hours				
		Elective (8 hours)	**	**	**	8
			**	**	**	14

Total Credit Hours: 66 minimum

Additional Information

Other Major Hours Elective (as scheduled)

Fall semester offerings: HOR 112 Landscape Design I, HOR 134 Greenhouse Operations, HOR 225 Nursery Production, HOR 245 Horticulture Specialty Crops, HOR 255 Interiorscapes, BUS 151 People Skills, BUS 230 Small Business Management, COE 111 or COE 112 Co-op Work Experience (10 or 20 hours)

Spring semester offerings: HOR 116 Landscape Management I, HOR 213 Landscape Design II, HOR 235 Greenhouse Production, HOR 265 Advanced Plant Materials, BUS 151 People Skills, BUS 230 Small Business Management, COE 111 or COE 112 Co-op Work Experience (10 or 20 hours)

Summer term offerings: HOR 114 Landscape Construction, HOR 124 Nursery Operations

Humanities/Fine Arts Elective - Select one: ART 111, ENG 125, ENG 131, HUM 110, HUM 121, HUM 220, MUS 110, PHI 215, REL 110, or REL 221. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

**Hours will vary depending on course selection.

Horticulture Technology

Certificate

C15240HT
Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

HOR 118	Equipment Op & Maint	1	3	0	2
HOR 152	Horticultural Practices	0	3	0	1
HOR 162	Applied Plant Science	2	2	0	3
		3	8	0	6

Term II

HOR 160	Plant Materials I	2	2	0	3
HOR 164	Hort Pest Management	2	2	0	3
HOR 166	Soils & Fertilizers	2	2	0	3
HOR 168	Plant Propagation	2	2	0	3
		8	8	0	12

Total Credit Hours: 18

Horticulture Technology - Greenhouse Operations and Maintenance

Certificate

C15240GO
Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

HOR 134	Greenhouse Operations	2	2	0	3
HOR 150	Intro to Horticulture	2	0	0	2
HOR 152	Horticulture Practices	0	3	0	1
HOR 255	Interiorscapes	1	2	0	2
		5	7	0	8

Term II

HOR 160	Plant Materials I	2	2	0	3
HOR 168	Plant Propagation	2	2	0	3
HOR 235	Greenhouse Production	2	2	0	3
		6	6	0	9

Total Credit Hours: 17

Horticulture Technology - Landscape Maintenance

Certificate

C15240LM
Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

HOR 118	Equipment Op & Maintenance	1	3	0	2
HOR 150	Intro to Horticulture	2	0	0	2
HOR 152	Horticultural Practices	0	3	0	1
		3	6	0	5

Term II

HOR 116	Landscape Management I	2	2	0	3
---------	------------------------	---	---	---	---

HOR 160	Plant Materials I	2	2	0	3
HOR 164	Hort Pest				
	Management	2	2	0	3
HOR 166	Soils & Fertilizers	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		8	8	0	12

Total Credit Hours: 17

Horticulture Technology - Nursery Operations and Maintenance

Certificate

C15240NO

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

HOR 150	Intro to Horticulture	2	0	0	2
HOR 152	Horticultural Practices	0	3	0	3
HOR 225	Nursery Production	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		4	6	0	6

Term II

HOR 160	Plant Materials I	2	2	0	3
HOR 164	Hort Pest				
	Management	2	2	0	3
HOR 168	Plant Propagation	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		6	6	0	9

Term III

HOR 124	Nursery Operations	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		2	3	0	3

Total Credit Hours: 18

Human Services Technology

Curriculum Description

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45380

Day and Evening

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

CIS 110	Intro to Computers*	2	2	0	3
OR					
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
COM 120	Intro Interpersonal Com	3	0	0	3
ENG 111	Expository Writing	3	0	0	3

HSE 110	Intro to Human Services	2	2	0	3
HSE 123	Interviewing Techniques	2	2	0	3
PSY 150	General Psychology	3	0	0	3
		15	6	0	18
		(14)	(6)	(0)	(17)

Term II

ENG 112	Argument-Based Research	3	0	0	3
OR					
ENG 114	Prof Research & Reporting	(3)	(0)	(0)	(3)
HSE 112	Group Process I	1	2	0	2
HSE 125	Counseling	2	2	0	3
HSE 127	Conflict Resolution	2	2	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
SOC 210	Introduction to Sociology	3	0	0	3
		12	8	0	17
		(13)	(6)	(0)	(17)

Term III

COE 111	Co-op Work Experience I	0	0	10	1
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
_____	HSE Elective	**	**	**	**
_____	HSE Elective	**	**	**	**
		**	**	**	**

Term IV

COE 121	Co-op Work Experience II	0	0	10	1
HSE 240	Issues in Client Services	3	0	0	3
HSE 245	Stress Management	2	2	0	3

PSY 281	Abnormal Psychology	3	0	0	3
	HSE Elective	**	**	**	**
	Humanities/Fine Arts Elective	3	0	0	3
		**	**	**	**

Total Credit Hours: 68

Additional Information

HSE Electives - Select 9 hours: GRO 120, GRO 230, HSE 150, HSE 220, HSE 242, HSE 251, HSE 255, SAB 110, SAB 130, SOC 225

Humanities/Fine Arts Electives - Select one: ART 111, ENG 273, HUM 120, HUM 121, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

**Hours will vary depending on course selection.

Human Services Technology - Domestic Violence Intervention

Certificate

C45380DV

Day and Evening

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

HSE 110	Intro to Human Services	2	2	0	3
HSE 123	Interviewing Techniques	2	2	0	3
HSE 150	Prevention Intervention	1	2	0	2
		5	6	0	8

Term II

HSE 225	Crisis Intervention	3	0	0	3
HSE 242	Family Systems	3	0	0	3

SOC 210	Introduction to Sociology	3	0	0	3
		9	0	0	9

Total Credit Hours: 17

Human Services Technology - Social Services

Certificate

C45380SS

Day and Evening

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

HSE 110	Intro to Human Services	2	2	0	3
HSE 123	Interviewing Techniques	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
		6	4	0	8

Term II

HSE 220	Case Management	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
HSE 240	Issues in Client Services	3	0	0	3
		8	2	0	9

Total Credit Hours: 17

Industrial Systems Technology

Curriculum Description

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A50240

Day

POS Approved: Fall 2006

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours

Term I

ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra/ Trigonometry I	2	2	0	3
MEC	111	Machine Processes I	1	4	0	3

MNT	111	Maintenance Practices 2	2	0	0	3
WLD	112	Basic Welding Processes	1	3	0	2
			9	11	0	14

Term II

AHR	113	Comfort Cooling	2	4	0	4
CIS	111	Basic PC Literacy	1	2	0	2
HYD	110	Hydraulics/ Pneumatics I	2	3	0	3
MEC	130	Mechanisms	2	2	0	3
MNT	160	Industrial Fabrication	1	3	0	2
			8	14	0	14

Term III

BPR	111	Blueprint Reading	1	2	0	2
ISC	112	Industrial Safety	2	0	0	2
MNT	110	Intro to Maint Procedures	1	3	0	2
—	—	Humanities/Fine Arts Elective	3	0	0	3
			7	5	0	9

Term IV

ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
PHY	121	Applied Physics I	3	2	0	4
WLD	121	GMAW(MIG) FCAW Plate	2	6	0	4
			10	20	0	17

Term V

ELC	117	Motors and Controls	2	6	0	4
ENG	115	Oral Communication	3	0	0	3
MEC	237	Instr and Control Systems	3	2	0	4
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			11	8	0	14

Total Credit Hours: 68

Additional Information

Humanities/Fine Arts Electives - Select one: ART 111, HUM 110, HUM 115, HUM 120, HUM 170, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110.

Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Industrial Systems Technology

Diploma

D50240

Day

Course		Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
ELC	112	DC/AC Electricity	3	6	0	5
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra/ Trigonometry I	2	2	0	3
MEC	111	Machine Processes I	1	4	0	3
WLD	112	Basic Welding Processes	1	3	0	2
			10	15	0	16

Term I

AHR	113	Comfort Cooling	2	4	0	4
HYD	110	Hydraulics/ Pneumatics I	2	3	0	3
MEC	130	Mechanisms	2	2	0	3
MEC	237	Instr and Control Systems	3	2	0	4
MNT	160	Industrial Fabrication	1	3	0	2
			10	14	0	16

Term II

BPR	111	Blueprint Reading	1	2	0	2
ISC	112	Industrial Safety	2	0	0	2
MNT	110	Intro to Maint Procedures	1	3	0	2
			4	5	0	6

Total Credit Hours: 38

Industrial Systems Technology - Electrical Maintenance

Certificate

C50240EM

Day

Course		Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring	2	6	0	4
MEC	111	Machine Processes I	1	4	0	3
			6	16	0	12

Term I

ISC	112	Industrial Safety	2	0	0	2
MEC	237	Inst and Control Systems	3	2	0	4
			5	2	0	6

Total Credit Hours: 18

Industrial Systems Technology - Machine Maintenance

Certificate

C50240MM

Day

Course		Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
ELC	112	DC/AC Electricity	3	6	0	5
MEC	111	Machine Processes I	1	4	0	3
WLD	112	Basic Welding Processes	1	3	0	2
			5	13	0	10

Term II

HYD	110	Hydraulics/ Pneumatics	2	3	0	3
-----	-----	---------------------------	---	---	---	---

ISC	112	Industrial Safety	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			4	3	0	5

Term III

MNT	110	Intro to Maint Procedures	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
			1	3	0	2

Total Credit Hours: 17

Industrial Systems Technology - Machine Operator

Certificate

C50240MO

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

MEC	111	Machine Processes I	1	4	0	3
MNT	111	Maintenance Practices	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			3	6	0	6

Term II

HYD	110	Hydraulics/ Pneumatics	2	3	0	3
MEC	130	Mechanisms	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			4	5	0	6

Total Credit Hours: 12

Information Systems Security

Curriculum Description

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25270
Evening
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NOS	110	Operating Systems Concepts	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
			9	13	0	15
			(8)	(13)	(0)	(14)

Term II

MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(3)
NOS 120	Linux/UNIX Single User	2	2	0	3
OR					
NOS 230	Windows Admin I	(2)	(2)	(0)	(3)
NOS 130	Windows Single User	2	2	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 160	Secure Admin I	2	2	0	3
		10	10	0	15
		(11)	(8)	(0)	(15)

Term III

CTS	115	Info Sys Business				
		Concept	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
PSY	118	Interpersonal				
		Psychology	3	0	0	3
OR						
PSY	150	General				
		Psychology*	(3)	(0)	(0)	(3)
—	—	Other Major Hours				
		Elective	**	**	**	3
			**	**	**	12

Term IV

DBA 110	Database Concepts	2	3	0	3
SEC 210	Intrusion Detection	2	2	0	3
SEC 220	Defense in Depth	2	2	0	3
—	Humanities/Fine Arts Elective	3	0	0	3
—	Other Major Hours				
—	Elective	**	**	**	3
		**	**	**	15

Term V

CIS	115	Intro to Programming & Logic	2	3	0	3
COM	120	Intro Interpersonal Com*	3	0	0	3
OR						
COM	231	Public Speaking*	(3)	(0)	(0)	(3)
OR						

ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
	OR				
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
SEC 289	Security Capstone Project	1	4	0	3
—	Other Major Hours				
	Elective	**	**	**	3
—	Other Major Hours				
	Elective	**	**	**	3
		**	**	**	15

Total Credit Hours: 71 - 72

Additional Information

Humanities/Fine Arts Electives – Select one: ART 111, HUM 110, HUM 120, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

Other Major Hours Elective Group 1 - Select two: CTS 120, CTS 210, NET 175, NET 225, NET 270, NET 271, NOS 220, NOS 221, NOS 231

Other Major Hours Elective Group 2 - Select two: CTS 155, CTS 220, NET 226, NET 272, NET 273, NOS 222, NOS 232, SEC 240

*This course is recommended for students transferring to a four-year university.

** Hours vary depending on course selection.

Interior Design

Curriculum Description

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and non-residential interior design. The focus of the studies is technical knowledge, professional practices, and aesthetic principles.

Curriculum content includes residential and non-residential interior design, architectural drafting, computer-aided design, and universal design. Also included are basic design, history of interiors and furnishings, color theory, products, business practices, graphic presentations, and general education courses.

Graduates should qualify for a variety of jobs including residential and commercial interior design, set design, showroom design, and sales positions for furniture, textiles and accessories, and all businesses dealing with interiors.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A30220

Day

Pending State Board Approval

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
ARC	111	Introduction to Arch Tech	1	6	0	3
DES	255	History of Interiors and Furnishings I	3	0	0	3
DES	260	Material Calculations/Interior Design	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
			13	6	0	15

Term I

ARC	111	Introduction to Arch Tech	1	6	0	3
DES	255	History of Interiors and Furnishings I	3	0	0	3
DES	260	Material Calculations/Interior Design	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
			13	6	0	15

Term II

ARC	114	Architectural CAD	1	3	0	2
DES	125	Graphic Presentation I	0	6	0	2
DES	135	Principles and Elements of Design I	2	4	0	4
DES	210	Business Practices for Interior Design	2	0	0	2
ENG	114	Prof Research & Reporting	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			11	13	0	16

Term III

ARC	221	3-D CAD	1	4	0	3
DES	220	Principles of Interior Design	1	6	0	3
DES	235	Products	2	2	0	3
			4	12	0	9

Term IV

COE	111	Co-op Work Experience I	0	0	10	1
DES	225	Textiles and Fabrics	2	2	0	3
DES	230	Residential Design I	1	6	0	3
DES	240	Commercial/Contract Design I	1	6	0	3
DES	265	Lighting/Interior Design	2	0	0	2
			6	14	10	12

Term V

ARC	235	Portfolio	2	3	0	3
ARC	264	Digital Architecture	1	3	0	2
DES	276	Showroom & Gallery Design	1	6	0	3
DES	285	Capstone/Interior Design	2	6	0	4
—	—	Humanities/Fine Arts Elective	3	0	0	3
			9	18	0	15

Total Credit Hours: 67

Interventional Cardiac and Vascular Technology

Curriculum Description

The Interventional Cardiac and Vascular Technology curriculum provides individuals with the knowledge and skills necessary to qualify as an entry-level Intervention Cardiac and Vascular Specialist.

Course work will include radiographic physics, radiation protection, patient care, ECG, pharmacology, anatomy, and pathology. Clinical rotations will provide experiences with advanced radiographic imaging equipment and medications used to visualize human vasculature and organs.

Graduates should qualify for eligibility to apply for and take the Registered Cardiovascular Intervention Technology (RCIS) exams given by the Cardiovascular Credentialing International (CCI).

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45410

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

BIO	163	Basic Anat & Physiology	4	2	0	5	
ENG	111	Expository Writing	3	0	0	3	
ICV	110	Patient Care Fundamentals	2	2	0	3	
ICV	111	ICV Electrocardiography	0	3	0	1	
ICV	120	ICV Clinical Ed I	0	0	6	2	

PSY	118	Interpersonal Psychology	3	0	0	3	
OR							
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
			12	7	6	17	

Term II

BIO	271	Pathophysiology	3	0	0	3	
CVS	110	C/V Sonography	1	3	0	2	
ENG	112	Argument-Based Research*	3	0	0	3	
OR							
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)	
ICV	112	ICV Ionizing RAD Effects	2	0	0	2	
ICV	125	ICV Clinical Ed II	0	0	12	4	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
			12	3	12	17	

Term III

ICV	113	Interventional Neuro Radiology	1	2	0	2	
ICV	114	ICV Radiographic Physics I	1	2	0	2	
ICV	130	ICV Clinical Ed III	0	0	12	4	
ICV	217	Interventional Equip & Supplies	2	2	0	3	
			4	6	12	11	

Term IV

ICV	214	ICV Physics II	1	2	0	2	
ICV	216	Radiographic Pharmacology	2	0	0	2	
ICV	218	Cardiac Physiology & Proc	3	0	0	3	
ICV	220	ICV Clinical Ed IV	0	0	27	9	
			6	2	27	16	

Term V

ICV	219	Vascular Physiology & Procedure	3	0	0	3	
ICV	230	ICV Clinical Ed V	0	0	27	9	
ICV	241	ICV Pathology Review	2	0	0	2	
ICV	261	ICV Cardiac Exam Prep	1	0	0	1	
			6	0	27	15	

Total Credit Hours: 76

Additional Information

Additional admissions requirements:

1. Certified nurse assistant (CNA I) or higher equivalent (i.e. CNA II, EMT, military corpsman). CNA I can be taken through Forsyth Tech's Corporation and Continuing Education.
2. Completion of high school or college credits in biology and algebra.
3. Completion of program orientation requirements.
4. Completion of the Forsyth Tech Student Medical Form.
5. Current cardiopulmonary resuscitation certification at the health care provider level (BCLS).
6. Grade of C or better is required in all related and program specific courses and is mandatory for admission and progression in the Interventional Cardiac and Vascular Technology program.

Program Information

This program has limited enrollment. Students are chosen through the selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.). The Admissions Office can provide additional information on the selections process.

Senior students will be expected to take call every fourth weekend beginning the fall semester until graduation.

Withdrawal in any science course, ICV prefix, or prerequisite course while enrolled in the program will result in dismissal of the student from the program. Readmission may be possible but requires reapplying and approval by the college.

Interventional Cardiac and Vascular Technology is considered to be a safe profession in terms of radiation exposure, however, special limits have been established for occupationally exposed declared pregnant women to ensure that the probability of birth defects is negligible. A copy of the program's pregnancy policy is included in the program's Student Handbook and is available upon request.

Humanities/Fine Arts Elective - Select one: ART 111, ENG 231, ENG 232, HUM 110, HUM 120, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Interventional Cardiac and Vascular Technology

Diploma

D45410R

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

ICV	113	Interl Neuro Radiology	1	2	0	2	
ICV	130	ICV Clinical Ed III	0	0	12	4	
ICV	217	Inter Equip & Supplies	2	2	0	3	
			3	4	12	9	

Term II

ICV	111	ICV Electrocardiography	0	3	0	1	
ICV	216	Radiographic Pharmacology	2	0	0	2	
ICV	218	Cardiac Physiology & Proc	3	0	0	3	
ICV	220	ICV Clinical Ed IV	0	0	27	9	
			5	3	27	15	

Term III

ICV 219	Vascular Physiology & Procedure	3	0	0	3
ICV 230	ICV Clinical Ed V	0	0	27	9
ICV 241	ICV Pathology Review	2	0	0	2
ICV 261	Cardiac Exam Prep	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		6	0	27	15

Total Credit Hours: 45**Additional Information**

Additional admissions requirements:

- Advanced placement into the Interventional Cardiac and Vascular Technology program is available to graduates of a Radiography program accredited by the Joint Review committee on Education in Radiologic Technology.
- Applicants must have a 2.8 GPA, equivalent college transfer credit, and/or complete the necessary general education course work required for the diploma (including three hours English and three hours HUM from transfer credits)
- Applicants must pass the ARRT Registry within 12-weeks of semester entry or be dropped from the program.
- Completion of program orientation requirements.
- Completion of the Forsyth Tech Student Medical Form.
- Current cardiopulmonary resuscitation certification at the healthcare provider level (BCLS).
- Grade of C or better is required in all related and program specific courses and is mandatory for admission and progression in the Interventional Cardiac and Vascular Technology program.

Senior students will be expected to take call every fourth weekend beginning the fall semester until graduation.

Withdrawal in any course with the ICV prefix will result in dismissal from the program. Readmission may be possible but requires reapplying and approval by the college.

This program admits student in the summer term only. The application deadline is January 31.

Interventional Cardiac and Vascular Technology - Cardiac

Certificate

C45410C

Online

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

ICV 110	Patient Care/Fundamentals	2	2	0	3
ICV 112	ICV Ionizing RAD Effects	2	0	0	2
ICV 217	Inter Equip & Supplies	2	2	0	3
ICV 218	Cardiac Physiology & Proc	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	4	0	11

Term II

ICV 111	ICV Electrocardiography	0	3	0	1
ICV 113	Inter Neuro Radiology	1	2	0	2
ICV 114	ICV Physics I	1	2	0	2
ICV 216	Radiographic Pharmacology	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		4	7	0	7

Total Credit Hours: 18**Additional Information**

Additional admissions requirements:

Must provide proof of:

- Overall GPA of 2.8 for acceptance into program.
- Graduation from an eligible program (B.S. Biology, Echo, Respiratory Therapy, Registered Nursing, Radiology)
- Secured employment in a cardiovascular interventional lab.
- Letter of recommendation from department manager to include the number and types of exams performed per year in the department.

Program Information

The Interventional Cardiac and Vascular

Technology - Cardiac certificate accepts graduates with a Bachelor of Science degree or any of the following accredited Associate Degree health programs: ECHO Cardiography, Radiography, Respiratory Therapy, or Nursing (RN). In addition, registered radiologic technologists who complete this program may be eligible to apply for and take the advanced "CI" exam through the ARRT. The ANCC also offers Cardiac/Vascular Nurse Certification for registered nurses.

This program admits student in the fall semester only. The application deadline is May 1.

Interventional Cardiac and Vascular Technology - Vascular

Certificate

C45410V

Online

Additional Information

Additional admissions requirements to those beginning on page 7 of the College Catalog: Must provide proof of:

1. Overall GPA of 2.8 for acceptance into program.
2. Graduation from an eligible program (Registered Nursing, Radiology)
3. Secured employment in a peripheral vascular interventional lab.
4. Letter of recommendation from department manager to include the number and types of exams performed per year in the department.

Program Information

The Interventional Cardiac and Vascular Technology - Vascular certificate accepts graduates with an Associate in Applied Science degree or higher in any of the following accredited health programs: Radiography, Nursing (RN). In addition, registered radiologic technologists who complete this certificate may be eligible to apply for and take the advanced "VI" exam through the ARRT. The ANCC also offers Cardiac/Vascular Nurse Certification for registered nurses.

This program admits student in the fall semester only. The application deadline is May 1.

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	
ICV	110	Patient Care/Fundamentals	2	2	0	3	
ICV	112	ICV Ionizing RAD Effects	2	0	0	2	
ICV	217	Inter Equip & Supplies	2	2	0	3	
ICV	219	Vascular Physiology and Procedure	3	0	0	3	
			9	4	0	11	

Term II

ICV	111	ICV Electrocardiography	0	3	0	1	
ICV	113	Inter Neuro Radiology	1	2	0	2	
ICV	114	ICV Physics I	1	2	0	2	
ICV	216	Radiographic Pharmacology	2	0	0	2	
			4	7	0	7	

Total Credit Hours: 18

Machining Technology

Curriculum Description

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D50300
Evening
POS Approved: Fall 2007

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
BPR	111	Blueprint Reading	1	2	0	2
MAC	111A	Machining Technology I	1	6	0	3
MAC	124	CNC Milling	1	3	0	2
MAC	151	Machining Calculations	1	2	0	2
			4	13	0	9

Term II

BPR	121	Blueprint Reading: Mech	1	2	0	2
MAC	111B	Machining Technology I	1	6	0	3
MAC	122	CNC Turning	1	3	0	2

MAT	120	Geometry and Trigonometry	2	2	0	3
			5	13	0	10

Term III

MAC	112A	Machining Technology II	1	6	0	3
			1	6	0	3

Term IV

ENG	115	Oral Communications	3	0	0	3
COE	111	Co-op Work Experience I	0	0	10	1
OR						
ISC	113	Industrial Specifications	(1)	(0)	(0)	(1)
MAC	112B	Machining Technology II	1	6	0	3
			4	6	10	7
			(5)	(6)	(0)	(7)

Term V

MAC	113	Machining Technology III	2	12	0	6
MEC	172	Into to Metallurgy	2	2	0	3
			4	14	0	9

Total Credit Hours: 38

Additional Information

One unit of algebra and geometry are recommended.

Machining Technology

Certificate

C50300
Evening

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
BPR	111	Blueprint Reading	1	2	0	2
MAC	111A	Machining Technology I	1	6	0	3
			2	8	0	5

Term II

MAC 111B Machining				
Technology I	1	6	0	3
MEC 172 Intro to Metallurgy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	3	8	0	6

Term III

MAC 112A Machining				
Technology II	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
	1	6	0	3

Term IV

MAC 112B Machining				
Technology II	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
	1	6	0	3

Total Credit Hours: 17**Machining Technology - CNC****Certificate**

C50300CN

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

MAC 111A Machining					
Technology IA	1	6	0	3	
MAC 124 CNC Milling	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>	
	2	9	0	5	

Term II

MAC 111B Machining					
Technology IB	1	6	0	3	
MAC 122 CNC Turning	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>	
	2	9	0	5	

Term III

MAC 112A Machining					
Technology IIA	1	6	0	3	
MEC 110 Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>	
	2	8	0	5	

Term IV

MAC 112B Machining					
Technology IIB	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>	
	1	6	0	3	

Total Credit Hours: 18

Magnetic Resonance Imaging

Curriculum Description

The Magnetic Resonance Imaging (MRI) curriculum prepares the graduate to be an MRI technologist, a skilled health care professional who uses magnetic energy fields to produce images of the body.

Course work includes clinical rotations to regional health care facilities, imaging fundamentals, MRI physics, procedures, anatomy, and pathology, patient care, and ethics and law in the medical environment.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as MRI technologists. Graduates may be employed in hospitals, outpatient clinics, physicians' offices, government agencies, industry, and research.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

Day
Pending State Board Approval

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	
Term I							
BIO	163	Basic Anat & Physiology	4	2	0	5	
CIS	111	Basic PC Literacy	1	2	0	2	
ENG	111	Expository Writing	3	0	0	3	
IMG	110	Fundamentals of Imag I	2	0	6	4	
IMG	120	Patient Care Medical Imag	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>	
			11	6	6	16	

Term II							
ENG	112	Argument -Based Research*	3	0	0	3	
OR							
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)	
OR							
ENG	115	Oral Communication	(3)	(0)	(0)	(3)	
IMG	111	Fundamentals of Imag II	2	0	6	4	
IMG	130	Imaging Ethics & Law	3	0	0	3	
PHY	110	Conceptual Physics*	3	0	0	3	
AND							
PHY	110A	Conceptual Physics Lab*	0	2	0	1	
OR							
PHY	121	Applied Physics I	(3)	(2)	(0)	(4)	
OR							
PHY	125	Health Science Physics	(3)	(2)	(0)	(4)	
PSY	118	Interpersonal Psychology	3	0	0	3	
OR							
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
			14	2	6	17	

Term III

MRI	213	MRI Patient Care & Safety	2	0	0	2	
MRI	216	MRI Instrumentation	2	0	0	2	
MRI	250	MRI Clinical Edu I	0	0	12	4	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
			7	0	12	11	

Term IV

MRI	214	MRI Procedures I	2	0	0	2	
MRI	217	MRI Physics I	2	0	0	2	
MRI	241	MRI Anatomy/Pathology I	2	0	0	2	
MRI	260	MRI Clinical Practicum II	0	0	21	7	
			6	0	21	13	

Term V

MRI	215	MRI Procedures II	2	0	0	2	
MRI	218	MRI Physics II	2	0	0	2	
MRI	242	MRI Anatomy/Pathology II	2	0	0	2	

MRI 270	MRI Clinical Ed III	0	0	24	8
MRI 271	MRI Capstone	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		7	0	24	15

Total Credit Hours: 72 - 75

Additional Information

Humanities/Fine Arts Elective – Select one: ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 160, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor to other possible electives.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsyhtech.edu.*

Magnetic Resonance Imaging - Advanced Placement

Diploma

Day

POS approved: Pending State Approval

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
MRI 213	MRI Patient Care/					
	Safety		2	0	0	2
MRI 216	MRI Instrumentation		2	0	0	2
MRI 250	MRI Clinical					
	Practicum I		<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
			4	0	12	8

Term I

MRI 213	MRI Patient Care/					
	Safety		2	0	0	2
MRI 216	MRI Instrumentation		2	0	0	2
MRI 250	MRI Clinical					
	Practicum I		<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
			4	0	12	8

Term II

MRI 214	MRI Procedures I		2	0	0	2
MRI 217	MRI Physics I		2	0	0	2
MRI 241	MRI Anatomy/					
	Pathology I		2	0	0	2

MRI 260	MRI Clinical					
	Practicum II		<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
			6	0	21	13

Term III

MRI 215	MRI Procedures II		2	0	0	2
MRI 218	MRI Physics II		2	0	0	2
MRI 242	MRI Anatomy/					
	Pathology II		2	0	0	2
MRI 270	MRI Clinical Ed III		0	0	24	8
MRI 271	MRI Capstone		<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			7	0	24	15

Total Credit Hours: 36

Additional Information

Advanced Placement into the Magnetic Resonance Imaging program is available to graduates of Radiography, Nuclear Medicine, or Radiation Therapy programs accredited by the Joint Review Committee on Education in Radiography or Nuclear Medicine. Individuals from these programs must have equivalent college transfer credit or complete the necessary general education course work required for the degree. These courses include: BIO 163 or BIO 165 and BIO 166, CIS 111, ENG 111, ENG 112 or ENG 114 or ENG 115, PSY 150, and Humanities/Fine Arts Elective.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsyhtech.edu.*

Mechanical Engineering Technology

Curriculum Description

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A40320

Day

POS Approved: Spring 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

ENG 111	Expository Writing	3	0	0	3
---------	--------------------	---	---	---	---

DFT 121	Intro to GD & T	1	2	0	2
DFT 151	CAD I	2	3	0	3
MAT 121	Algebra/ Trigonometry I	2	2	0	3
WLD 112	Basic Welding Processes	1	3	0	2
—	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	10	0	16

Term II

DFT 152	CAD II	2	3	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
MAT 122	Algebra/ Trigonometry II	2	2	0	3
MEC 111	Machine Processes I	1	4	0	3
MEC 180	Engineering Materials	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		10	12	0	15

Term III

DFT 154	Intro to Solid Modeling	2	3	0	3
HYD 110	Hydraulics/ Pneumatics I	3	2	0	4
PHY 131	Physics - Mechanics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		8	7	0	11

Term IV

DDF 211	Design Process I	1	6	0	4
MEC 110	Intro to CAD/CAM	1	2	0	2
MEC 112	Machine Processes II	2	3	0	3
MEC 251	Statics	2	2	0	3
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	13	0	15

Term V

COE 111	Co-op Work Experience I	0	0	10	1
	OR				
COE 121	Co-op Work Experience II	(0)	(0)	(10)	(1)
	OR				
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
DDF 212	Design Process II	1	6	0	4
DFT 254	Interm Solid Model/ Render	2	3	0	3
MAC 124	CNC Milling	1	3	0	2
MEC 252	Strength of Materials	2	2	0	3

MEC 276	Capstone Design Project	0	3	0	1
		6	17	10	14
		(7)	(19)	(0)	(15)

Total Credit Hours: 71

Additional Information

Humanities/Fine Arts Electives – Select one:
ART 111, HUM 110, HUM 120, HUM 170, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university..

**Mechanical Engineering
Technology - CAD**

Certificate

C40320
Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
DDF	211	Design Process I	1	6	0	4
DFT	151	CAD I	2	3	0	3
			3	9	0	7

Term II						
DFT	152	CAD II	2	3	0	3
			2	3	0	3

Term III						
DFT	154	Intro to Solid Modeling	2	3	0	3
			2	3	0	3

Total Credit Hours: 13

Medical Assisting

Curriculum Description

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45400

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
ACC	111	Financial Accounting	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
MAT	110	Mathematical Measurement	2	2	0	3
OR						
MAT	115	Mathematical Models	(3)	(0)	(0)	(3)
MED	110	Orientation to Medl Assist	1	0	0	1

MED	121	Medical Terminology I	3	0	0	3	
OST	131	Keyboarding	1	2	0	2	
			11	6	0	14	
			(12)	(0)	(0)	(14)	

Term II

ENG	111	Expository Writing	3	0	0	3	
MED	116	Introduction to A & P	3	2	0	4	
OR							
BIO	163	Basic Anat & Physiology	(4)	(2)	(0)	(5)	
MED	122	Medical Terminology II	3	0	0	3	
MED	130	Admin Office Proc I	1	2	0	2	
OST	134	Text Entry and Formatting	2	2	0	3	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
			15	6	0	18	
			(16)	(6)	(0)	(19)	

Term III

MED	131	Admin Office Proc II	1	2	0	2	
MED	140	Exam Room Procedures I	3	4	0	5	
OST	149	Medical Legal Issues	3	0	0	3	
OR							
MED	118	Medical Law and Ethics	(2)	(0)	(0)	(2)	
			7	6	0	10	
			(6)	(6)	(0)	(9)	

Term IV

MED	150	Laboratory Procedures I	3	4	0	5	
MED	240	Exam Room Procedures II	3	4	0	5	
MED	272	Drug Therapy	3	0	0	3	
OST	244	Med Document Production	1	2	0	2	
			10	10	0	15	

Term V

COM	231	Public Speaking*	3	0	0	3	
OR							
ENG	115	Oral Communication	(3)	(0)	(0)	(3)	
MED	260	MED Clinical Externship	0	0	15	5	

MED	262	Clinical Perspectives	1	0	0	1
MED	276	Patient Education	1	2	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			8	2	15	14

Total Credit Hours: 71

Additional Information

The Medical Assisting program begins in the fall semester. This program has limited enrollment. Those students first to meet the admission requirements before the admission deadline will be admitted as space allows. A grade of C or better is required for all MED courses. Failure to meet this requirement may result in dismissal from the program. Readmission may be possible but requires reapplying and approval by the college.

Humanities/Fine Arts Elective - Select one: ART 111, HUM 110, HUM 121, HUM 170, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Medical Laboratory Technology

Instructional Service Agreement with
Davidson County Community College

Curriculum Description

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45420
Day
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

BIO 163	Basic Anat & Physiology*	4	2	0	5
MAT 140	Survey of Mathematics*	3	0	0	3

MLT 110	Intro to Medical Laboratory Technology	2	3	0	3
MLT 140	Introduction to Microbiology	2	3	0	3
MLT 240	Special Clinical Microbiology	2	3	0	3
		13	11	0	17

Term II

CHM 130	Gen, Org, & Biochemistry*	3	0	0	3
CHM 130A	Gen, Org, & Biochemistry Lab*	0	2	0	1
MLT 111	Urinalysis & Body Fluids	1	3	0	2
MLT 120	Hematology/Hemostasis	3	3	0	4
MLT 125	Immunohematology I	4	3	0	5
MLT 220	Hematology/Hemostasis II	2	3	0	3
		13	14	0	18

Term III

MLT 130	Clinical Chemistry	3	3	0	4
MLT 251	MLT Practicum I	0	0	3	1
		3	3	3	5

Term IV

ENG 111	Expository Writing*	3	0	0	3
MLT 216	Professional Issues	1	0	0	1
MLT 267	MLT Practicum II	0	0	24	8
		4	0	24	12

Term V

COM 120	Intro Interpersonal Com*	3	0	0	3
MLT 215	Professional Issues	1	0	0	1
MLT 275	MLT Practicum III	0	0	15	5
PSY 150	General Psychology*	3	0	0	3
—	Humanities/Fine Arts Elective*	3	0	0	3
		7	0	15	15

Total Credit Hours: 67

Additional Information

This consortium curriculum is offered to students at Forsyth Tech through an agreement with Davidson County Community College. *These

courses will be taught on the Forsyth Tech campus. All other courses will be taught on the DCCC campus.

Additional admission requirements:

Completion of high school or college credits in biology, chemistry, and algebra.

1. Credit for chemistry is granted only with a course grade of C or better.
2. No grade below C in Medical Laboratory program courses taken prior to program entry.
3. Completion of program orientation requirements.
4. A grade of C or better in all required related and program specific courses is mandatory for admission and progression in Medical Laboratory Technology.
5. Completion of the Forsyth Tech Student Medical Form.

Program Information

This program has limited enrollment. Those students first to meet the admissions requirements before the admission deadline will be admitted as space allows. The Admissions Office can provide additional information on the admission process. Readmission may be possible but requires reapplying and approval by the college.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of medical laboratory technology. These performance standards are published in the student handbook and/or are available from program faculty.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACIS). The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, 773.714.8880.

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG

242 ENG 262, ENG 273, HUM 110, HUM 121, HUM 160, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Medical Office Administration

Curriculum Description

This curriculum prepares individuals for employment in medical and other healthcare related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25310

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

CIS	110	Introduction to Computers*	2	2	0	3	
		OR					
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)	
MAT	115	Mathematical Models	2	2	0	3	
		OR					
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
		OR					

MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
MED	116	Intro to A & P	3	2	0	4	
MED	121	Medical Terminology I	3	0	0	3	
OST	131	Keyboarding	1	2	0	2	
OST	149	Medical Legal Issues	3	0	0	3	
			14	8	0	18	
			(13)	(2)	(0)	(17)	

Term II

CTS	130	Spreadsheet	2	2	0	3	
MED	122	Medical Terminology II	3	0	0	3	
MED	130B	Admin Office Proc I	1	2	0	2	
OST	134	Text Entry and Formatting	2	2	0	3	
OST	164	Text Editing Applications	3	0	0	3	
PSY	118	Interpersonal Psychology	3	0	0	3	
		OR					
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
			14	6	0	17	

Term III

ENG	111	Expository Writing	3	0	0	3	
COM	120	Intro Interpersonal Com*	3	0	0	3	
		OR					
COM	231	Public Speaking*	(3)	(0)	(0)	(3)	
		OR					
ENG	115	Oral Communication	(3)	(0)	(0)	(3)	
OST	244	Med Document Production	1	2	0	2	
		MOA Elective I	1	2	0	2	
			8	4	0	10	

Term IV

OST	122	Office Computations	1	2	0	2	
OST	137	Office Software Applications	1	2	0	2	
OST	148	Med Coding Billing & Insu	3	0	0	3	
OST	181	Intro to Office Systems	2	2	0	3	
		MOA Elective 2	2	2	0	3	
			9	8	0	13	

Term V

ACC 120	Prin of Financial Acct	3	2	0	4
BUS 260	Business				
	Communication	3	0	0	3
OST 248	Diagnostic Coding	1	2	0	2
OST 289	Office Systems				
	Management	2	2	0	3
— — —	Humanities/Fine				
	Arts Elective	3	0	0	3
		12	6	0	15

Total Credit Hours: 72**Additional Information**

Several Medical Office Administration courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

MOA Elective 1 - Select 2-4 credit hours from the following courses: DBA 112, MKT 223, OST 132, OST 136, OST 138, OST 162, OST 184, OST 233, OST 286

MOA Elective 2 - Select one of the following courses: OST 135 Adv Text Entry & Formatting (offered in the fall) or OST 236 Adv Word/Information Proc (offered in the spring - the prerequisite OST 136 should be selected as MOA Elective 1)

Humanities/Fine Arts Electives: ART 111, HUM 150, HUM 160, HUM 220, MUS 110, PHI 240, REL 110, REL 211, or REL 212. Consult an academic advisor for other possible electives.

*This course is recommended for students transferring to a four-year university.

Medical Office Administration**Associate in Applied Science**

A25310

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
CIS 110		Introduction to Computers*		2	2	0 3
OR						
CIS 111		Basic PC Literacy	(1)	(2)	(0)	(2)
MED 116		Intro.to A & P	3	2	0	4
OST 131		Keyboarding	1	2	0	2
OST 149		Medical Legal Issues	3	0	0	3
			9	6	0	12
			(9)	(6)	(0)	(11)

Term I

CIS 110	Introduction to Computers*		2	2	0	3
OR						
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)	
MED 116	Intro.to A & P	3	2	0	4	
OST 131	Keyboarding	1	2	0	2	
OST 149	Medical Legal Issues	3	0	0	3	
		9	6	0	12	
		(9)	(6)	(0)	(11)	

Term II

MED 130B	Admin Ofc Proc I	1	2	0	2	
OST 134	Text Entry & Format	2	2	0	3	
OST 164	Text Editing Applications	3	0	0	3	
		6	4	0	8	

Term III

ENG 111	Expository Writing	3	0	0	3	
COM 120	Intro Interpersonal Com*	3	0	0	3	
OR						
COM 231	Public Speaking*	(3)	(0)	(0)	(3)	
OR						
ENG 115	Oral Communication	(3)	(0)	(0)	(3)	
		6	0	0	6	

Term IV

MAT 115	Mathematical Models	2	2	0	3	
MED 121	Medical Terminology I	3	0	0	3	
OST 122	Office Computations	1	2	0	2	
— — —	MOA Elective 2	2	2	0	3	
		8	6	0	11	

Term V

CTS 130	Spreadsheet	2	2	0	3	
---------	-------------	---	---	---	---	--

MED 122	Medical Terminology II	3	0	0	3
OST 148	Medical Coding Billing & Ins	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					

PSY 150	General Psychology*	(3)	(0)	(0)	(3)
		11	2	0	12

Term VI

OST 244	Med Document Production	1	2	0	2
—	MOA Elective 1	1	2	0	2
		2	4	0	4

Term VII

ACC 120	Prin of Financial Acct	3	2	0	4
OST 137	Office Software Applications	1	2	0	2
OST 181	Intro to Office Systems	2	2	0	3
		6	6	0	9

Term VIII

BUS 260	Business Communication	3	0	0	3
OST 248	Diagnostic Coding	1	2	0	2
OST 289	Office Systems Management	2	2	0	3
—	Humanities/Fine Arts Elective	3	0	0	3
		9	4	0	11

Total Credit Hours: 72

Additional Information

Several Medical Office Administration courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

MOA Elective 1 - Select 2-4 credit hours from the following courses: DBA 112, MKT 223, OST 132, OST 136, OST 138, OST 162, OST 184, OST 233, OST 286

MOA Elective 2 - Select one of the following courses: OST 135 Adv Text Entry & Formatting, offered in the fall; or OST 236 Adv Word/Information Proc, offered in the spring (the prerequisite OST 136 should be selected as MOA Elective 1)

Humanities/Fine Arts Electives: ART 111, HUM 150, HUM 160, HUM 220, MUS 110, PHI 240, REL 110, REL 211, or REL 212. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Medical Office Administration - Medical Receptionist

Certificate

C25310MR

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

MED 121	Medical Terminology I	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 137	Office Software Applications	1	2	0	2
OST 149	Medical Legal Issues	3	0	0	3
		8	4	0	10

Term II

CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
MED 122	Medical Terminology II	3	0	0	3
MED 130B	Admin Office Proc I	1	2	0	2
		6	4	0	8
		(5)	(4)	(0)	(7)

Total Credit Hours: 17

Additional Information

Several Medical Office Administration courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

and Medical Transcription programs and for those who are currently employed in a medical office. It is not intended as a standalone certificate.

Medical Office Administration - Outpatient Coding

Certificate

C253100

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
MED	116	Intro to A & P	3	2	0	4
MED	121	Medical Terminology I	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
			9	2	0	10

Term I

Term II

CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
MED	122	Medical Terminology II	3	0	0	3
OST	148	Med Coding Billing & Insu	3	0	0	3
			8	2	0	9
			(7)	(2)	(0)	(8)

Total Credit Hours: 18

Additional Information

Several Medical Office Administration courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above. The Outpatient Coding certificate is designed as a supplemental certificate for the Medical Assisting

Medical Sonography

Curriculum Description

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45440

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

BIO	163	Basic Anat & Physiology	4	2	0	5	
MAT	115	Mathematical Models	2	2	0	3	

OR

MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
-----	-----	------------------------	-----	-----	-----	-----	--

OR

MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
-----	-----	------------------	-----	-----	-----	-----	--

PHY	110	Conceptual Physics	3	0	0	3	
PHY	110A	Conceptual Physics Lab	0	2	0	1	
SON	110	Intro to Sonography	1	3	3	3	
SON	130	Abdominal Sonography I	2	3	0	3	
			13	10	3	18	
			(14)	(10)	(3)	(18)	

Term II

COM	120	Intro Interpersonal Com*	3	0	0	3	
		OR					
COM	231	Public Speaking*	(3)	(0)	(0)	(3)	
		OR					
ENG	115	Oral Communication	(3)	(0)	(0)	(3)	
SON	111	Sonographic Physics	3	3	0	4	
SON	120	SON Clinical Ed I	0	0	15	5	
SON	131	Abdominal Sonography II	1	3	0	2	
			7	6	15	14	

Term III

ENG	111	Expository Writing	3	0	0	3	
SON	121	SON Clinical ED II	0	0	15	5	
SON	140	Gynecological Sonography	2	0	0	2	
SON	272	Advanced Pathology	0	3	0	1	
			5	3	15	11	

Term IV

PSY	118	Interpersonal Psychology	3	0	0	3	
		OR					
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
SON	220	SON Clinical Ed III	0	0	24	8	
SON	225	Case Studies	0	3	0	1	
SON	241	Obstetrical Sonography I	2	0	0	2	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
			8	3	24	17	

Term V

SON	221	SON Clinical Ed IV	0	0	24	8	
SON	242	Obstetrical Sonography II	2	0	0	2	
SON	250	Vascular Sonography	1	3	0	2	

SON 289 Sonographic Topics	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
	5	3	24	14

Total Credit Hours: 74

Additional Information

Additional admissions requirements:

1. Biology, algebra, and physics recommended.
2. Grade of C or better in all required related and program specific courses is mandatory for admission and progression in the Medical Sonography program.
3. Completion of the Forsyth Tech Student Medical Form upon acceptance into the program.

Program Information

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant I and II, emergency medical technician, paramedic, or any diploma or degree in a health or nonhealth field. The Admissions Office can provide additional information on the selection process. Readmission may be possible but requires reapplying and approval by the college.

Humanities/Fine Arts Elective - Select one: ART 111, HUM 110, HUM 115, HUM 120, HUM 170, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Medical Transcription

Curriculum Description

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skill and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D25320
Day
POS Approved: Fall 2006

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

MED	116	Intro to A & P	3	2	0	4
OR						
BIO	163	Basic Anat & Physiology	(3)	(2)	(0)	(4)
MED	121	Medical Terminology I	3	0	0	3

OST	131	Keyboarding	1	2	0	2
OR						
OST	132	Keyboard Skill Building	(1)	(2)	(0)	(2)
OST	136	Word Processing	1	2	0	2
OST	164	Text Editing Applications	3	0	0	3
OST	203	Fund of Med Doc	3	0	0	3
			14	6	0	17

Term II

CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
OR						
OST	137	Office Software Applications	(1)	(2)	(0)	(2)
MED	122	Medical Terminology II	3	0	0	3
MED	270	Symptomatology	2	2	0	3
MED	272	Drug Therapy	3	0	0	3
OST	201	Medical Transcription I	3	2	0	4
			Humanities/Fine Arts Elective	3	0	3
			16	6	0	18
			(15)	(2)	(0)	(17)

Term III

COE	111	Co-op Work Experience I	0	0	10	1
OR						
COE	110	World of Work	(1)	(0)	(0)	(1)
ENG	111	Expository Writing	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
OST	202	Medical Transcription II	3	2	0	4
			9	2	10	11
			(8)	(2)	(10)	(11)

Total Credit Hours: 46

Additional Information

Additional admissions requirement: Keyboarding proficiency is highly recommended. A minimum of 40 words per minute is needed to be successful in this program.

Please note that the American Association

for Medical Transcription is in the process of changing its name to Association for Healthcare Documentation Integrity (AHDl).

This program has limited enrollment. Those students first to meet the admission requirements before the admission deadline will be admitted as space allows. The Admissions Office can provide additional information on the admissions process. A grade of C or better is required for all MED and OST courses. Failure to meet this requirement may result in dismissal from the program. Readmission may be possible but requires reapplying and approval by the college.

Students will also be eligible to take the Registered Medical Transcriptionist (RMT) certification exam through the American Association of Medical Transcription (AAMT) once a graduate of the Medical Transcription program.

Medical Transcription

Diploma
D25320
Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
OR						
OST	137	Office Software Applications	(1)	(2)	(0)	(2)
MED	116	Intro to A & P	3	2	0	4
OR						
BIO	163	Basic Anat & Physiology	(3)	(2)	(0)	(4)
MED	121	Medical Terminology I	3	0	0	3
			7	4	0	9

Term II

MED	122	Medical Terminology II	3	0	0	3
-----	-----	------------------------	---	---	---	---

MED	272	Drug Therapy	3	0	0	3
OST	164	Text Editing Applications	3	0	0	3
			9	0	0	9

Term III

OST	131	Keyboarding	1	2	0	2
OR						
OST	132	Keyboard Skill Building	(1)	(2)	(0)	(2)
OST	149	Medical Legal Issues	3	0	0	3
			4	2	0	5

Term IV

ENG	111	Expository Writing	3	0	0	3
OST	136	Word Processing	1	2	0	2
OST	203	Fund of Med Doc	3	0	0	3
			7	2	0	8

Term V

MED	270	Symptomatology	2	2	0	3
OST	201	Medical Transcription I	3	2	0	4
—	—	Humanities/Fine Arts Elective	3	0	0	3
			8	4	0	10

Term VI

COE	111	Co-op Work Experience I	0	0	10	1
OR						
COE	110	World of Work	(1)	(0)	(0)	(1)
OST	202	Medical Transcription II	3	2	0	4
			3	2	10	5

Total Credit Hours: 46

Additional Information

Additional admissions requirement: Keyboarding proficiency is highly recommended. A minimum of 40 words per minute is needed to be successful in this program of study.

Please note that the American Association for Medical Transcription is in the process of changing its name to Association for Healthcare Documentation Integrity (AHDl).

This program has limited enrollment. Those

students first to meet the admission requirements before the admission deadline will be admitted as space allows. The Admissions Office can provide additional information on the admissions process. A grade of C or better is required for all MED and OST courses. Failure to meet this requirement may result in dismissal from the program. Readmission may be possible but requires reapplying and approval by the college.

Nanotechnology

Curriculum Description

The Nanotechnology curriculum prepares students to characterize and fabricate materials for biological, textile, chemical, and electrical applications at the atomic level in entry-level positions in engineering, manufacturing and/or medical research and development.

Course work includes biology, chemistry, physics, mathematics, manufacturing engineering technology, and an extensive array of very detailed nanotechnology-specific courses, using high-tech equipment and complying with high-precision quality control and clean-room protocols.

Graduates should qualify for various positions of industry and government, including research and development, materials testing and processing, optics and sensors, electron microscopy, and emerging nanotechnology industries.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate of Applied Science

A20190

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
BIO	110	Principles of Biology*	3	3	0	4
OR						
BIO	111	General Biology I* (3)	(3)	(0)	(4)	
CHM	131	Introduction to Chemistry*	3	0	0	3
AND						
CHM	131A	Intro to Chemistry Lab*	(0)	(3)	(0)	(1)
OR						

CHM	151	General Chemistry I*	3	3	0	4	
ENG	111	Expository Writing	3	0	0	3	
MAT	121	Algebra/Trigonometry I	2	2	0	3	
OR							
MAT	161	College Algebra* (3)	(0)	(0)	(3)		
NAN	111	Introduction to Nanotechnology	3	0	0	3	
			17	6	6	20	

Term II

ENG	114	Prof Research & Reporting	3	0	0	3	
MAT	122	Algebra/Trigonometry II	2	2	0	3	
NAN	112	Fundamentals of Nanoscience	3	0	0	3	
NAN	131	Materials, Safety & Equip	2	0	0	2	
PHY	131	Physics - Mechanics	3	2	0	4	
OR							
PHY	151	College Physics I* (3)	(2)	(0)	(4)		
			13	4	0	15	

Term III

MEC	180	Engineering Materials	2	3	0	3	
MEC	251	Statics	2	2	0	3	
NAN	241	Nanofab of Mixtures	3	2	0	4	
NAN	243	Atomic-Force Microscopy	3	2	0	4	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
			13	9	0	17	

Term IV

COE	111	Co-op Work Experience I	0	0	10	1	
MEC	252	Strength of Materials	2	2	0	3	
NAN	132	Controlled Materials	2	0	0	2	
NAN	242	Nanofab of Thin Films	3	2	0	4	
NAN	244	Electron Microscopy	3	2	0	4	
PSY	118	Interpersonal Psychology	3	0	0	3	

OR

PSY 150 General
Psychology*

(3)	(0)	(0)	(3)
13	6	10	17

Total Credit Hours: 66

Additional Information

Humanities/Fine Arts Electives - Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 115, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Networking Technology

Curriculum Description

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25340
Day
POS Approved: Fall 2007

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)

NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NOS	110	Operating Systems Concepts	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
			9	13	0	15

Term II

MAT	115	Mathematics Models	2	2	0	3
OR						
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
NET	225	Routing & Switching I	1	4	0	3
NET	226	Routing & Switching II	1	4	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	220	Linux/UNIX Admin I	2	2	0	3
OR						
NOS	230	Windows Admin I	(2)	(2)	(0)	(3)
			10	15	0	15

Term III

CTS	115	Info Sys Business Concept	3	0	0	3
CTS	118	IS Professional Communications	2	0	0	2
CTS	120	Hardware/Software Support	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
			10	3	0	11

Term IV

CIS	115	Intro to Prog & Logic	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
_____	_____	Humanities/Fine Arts Elective	3	0	0	3
_____	_____	Other Major Hours				
_____	_____	Elective	**	**	**	3
_____	_____	Other Major Hours				
_____	_____	Elective	**	**	**	3
			**	**	**	15

Term V

COM	120	Intro Interpersonal Com*	3	0	0	3
-----	-----	--------------------------	---	---	---	---

OR

COM 231 Public Speaking* (3) (0) (0) (3)

OR

ENG 114 Prof Research & Reporting* (3) (0) (0) (3)

OR

ENG 115 Oral Communication (3) (0) (0) (3)

NET 289 Networking Capstone Project 1 4 0 3

PSY 118 Interpersonal Psychology 3 0 0 3

OR

PSY 150 General Psychology* (3) (0) (0) (3)

Other Major Hours Elective ** ** ** 3

Other Major Hours Elective ** ** ** 3

** ** ** 15

Total Credit Hours: 72 - 74**Additional Information**

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, ENG 273, HUM 110, HUM 170, HUM 220, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

Other Major Hours Elective Group 1- Select two: CTS 155, CTS 250, CTS 286, NET 175, NET 270, NET 271, NOS 221, NOS 231, SEC 210

Other Major Hours Elective Group 2 - Select two: COE 122, CIS 277, CTS 255, CTS 287, NET 272, NET 273, NOS 222, NOS 232, SEC 160, WEB 110

*This course is recommended for students transferring to a four-year university.

**Hours may vary depending on course selection.

Networking Technology - MCSE**Diploma**

D25340MC

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

MAT 115 Mathematical Models 2 2 0 3

OR

MAT 140 Survey of Mathematics (3) (0) (0) (3)

OR

MAT 161 College Algebra (3) (0) (0) (3)

NET 125 Networking Basics 1 4 0 3

NOS 110 Operating Systems Concepts 2 3 0 3

SEC 110 Security Concepts 3 0 0 3

8 9 0 12

(9) (7) (0) (12)

Term II

CIS 110 Introduction to Computers* 2 2 0 3

OR

CIS 111 Basic PC Literacy (1) (2) (0) (2)

NOS 130 Windows Single User 2 2 0 3

NOS 230 Windows Admin I 2 2 0 3

SEC 160 Secure Admin I 2 2 0 3

8 8 0 12

(7) (8) (0) (11)

Term III

CTS 120 Hardware/Software Support 2 3 0 3

CTS 250 User Support & Softw Eval 2 2 0 3

CTS 255 Adv Tech Support Functions 2 2 0 3

6 7 0 9

Term IV

CIS 277 Network Design and Imp 2 2 0 3

ENG 111 Expository Writing 3 0 0 3

NOS 231 Windows Admin II 2 2 0 3

NOS 232	Windows Admin III	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		9	6	0	12

MAT 161	College Algebra	(3)	(0)	(0)	(3)
NOS 220	Linux/UNIX Admin I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6
		(5)	(2)	(0)	(6)

Total Credit Hours: 45 - 46

Additional Information

This certificate prepares student to take the Microsoft Certified Systems Engineer Certification Core exams.

Networking Technology - Networking Security

Diploma

D25340NS

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS 110	Introduction to Computers	2	2	0	3
---------	------------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
SEC 110	Security Concepts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	13	0	15
		(8)	(13)	(0)	(14)

Term II

NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 160	Secure Admin I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		10	10	0	15

Term III

MAT 115	Mathematical Models	2	2	0	3
---------	---------------------	---	---	---	---

OR

MAT 140	Survey of Mathematics	(3)	(0)	(0)	(3)
---------	--------------------------	-----	-----	-----	-----

OR

Term IV

ENG 111	Expository Writing	3	0	0	3
SEC 210	Intrusion Detection	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	2	0	6

Total Credit Hours: 38 - 39

Additional Information

The Networking Technology Security diploma prepares individuals for employment supporting network infrastructure environments with an emphasis on network security.

Networking Technology - Cisco Networking Associate

Certificate

C25340CN

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		2	8	0	6

Term II

NET 225	Routing and Switching I	1	4	0	3
NET 226	Routing and Switching II	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		2	8	0	6

Total Credit Hours: 12

Networking Technology - Cisco Professional

Certificate

C25340CP

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

NET 270	Building Scalable Networks	1	4	0	3
NET 271	Remote Access Networks	1	4	0	3
		2	8	0	6

Term II

NET 272	Multi-Layer Networks	1	4	0	3
NET 273	Internetworking Support	1	4	0	3
		2	8	0	3

Total Credit Hours: 12

Additional Information

The Networking Technology - Cisco Certified Network Professional Certificate provides students with the basic skills necessary to support network infrastructure environments. In addition, coursework includes classes from the CCNP certification track.

Networking Technology - Linux RHCE

Certificate

C25340CE

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

NET 125	Networking Basics	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		3	7	0	6

Term II

NOS 120	Linux/UNIX Single User	2	2	0	3
		2	2	0	3

Term III

NOS 220	Linux/UNIX Admin I	2	2	0	3
		2	2	0	3

Term IV

NOS 221	Linux/UNIX Admin II	2	2	0	3
NOS 222	Linux/UNIX Admin III	2	2	0	3
		4	4	0	6

Total Credit Hours: 18

Networking Technology - Linux RHCT

Certificate

C25340CT

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

NET 125	Networking Basics	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		3	7	0	6

Term II

NOS 120	Linux/UNIX Single User	2	2	0	3
		2	2	0	3

Term III

NOS 220	Linux/UNIX Admin I	2	2	0	3
		2	2	0	3

Total Credit Hours: 12

Networking Technology - MCSA

Certificate

C25340MC

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

NOS	110	Operating Systems Concepts				
			<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
			2	3	0	3

Term II

NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Admin I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			4	4	0	6

Term III

NOS	231	Windows Admin II	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			2	2	0	3

Total Credit Hours: 12

Additional Information

This certificate prepares student to take the Microsoft Certified Systems Administrator Certification Core exams.

Nuclear Medicine Technology

Curriculum Description

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation, and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45460

Day

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

BIO 163	Basic Anatomy and Physiology	4	2	0	5
CHM 130	Gen, Org & Biochemistry	3	0	0	3
CHM 130A	Gen, Org & Biochemistry Lab	0	2	0	1
ENG 115	Oral Communication	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR					

MAT 161	College Algebra*	(3)	(0)	(0)	(3)
NMT 110	Intro to Nuclear Medicine	2	0	0	2
NMT 110A	Intro to Nuclear Medicine Lab	0	3	0	1
		14	9	0	18
		(15)	(6)	(0)	(18)

Term II

CIS 111	Basic PC Literacy	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
NMT 126	Nuclear Physics	2	0	0	2
PHY 125	Health Sciences Physics	3	2	0	4
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
	Humanities/Fine Arts Elective	3	0	0	3
		15	4	0	17

Term III

NMT 132	Overview - Clinical Nuc Med	2	0	6	4
NMT 134	Nuclear Pharmacy	2	0	0	2
NMT 136	Health Physics	2	0	0	2
		6	0	6	8

Term IV

NMT 128	Statistics for Nuclear Medicine	1	3	0	2
NMT 211	NMT Clinical Practice I	0	0	21	7
NMT 212	Proc for Nuclear Medicine I	2	0	0	2
NMT 212A	Proc for Nuc Med I Lab	0	3	0	1
NMT 215	Non-Imaging Instrumentation	1	3	0	2
NMT 218	Computers in Nuc Med	2	0	0	2
		6	9	21	16

Term V

NMT 214	Radiobiology	2	0	0	2
NMT 221	NMT Clinical Practice II	0	0	21	7
NMT 222	Proc for Nuclear Med II	2	0	0	2

NMT 222A Proc for Nuclear Med II Lab	0	3	0	1
NMT 224 In Vitro Procedures	2	0	0	2
NMT 225 Imaging Instrumentation	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
	7	6	21	16

eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.

Total Credit Hours: 75

Additional Information

Additional admissions requirements:

1. Completion of high school or college credits in biology, chemistry, and algebra.
2. Documented completion of mandatory clinical observation hours prior to enrollment in NMT courses.
3. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
4. Complete a Forsyth Tech Student Medical Form in accordance with program requirements.

This program has limited enrollment. Students are chosen by a selective admissions process.

The Admissions Office can provide additional information on the selective process.

A grade of F or any withdrawal in any required science course, NMT prefix course, or prerequisite course while enrolled in the program may result in the dismissal from the program. Readmission may be possible but requires reapplying and approval by the college.

Humanities/Fine Arts Electives - Select one: ART 111, HUM 110, HUM 115, HUM 120, HUM 121, HUM 160, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit***

Office Systems Technology

Curriculum Description

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25360
Day
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

ACC	120	Prin of Financial Acct	3	2	0	4	
CIS	110	Introduction to Computers*	2	2	0	3	
OR							
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)	
OST	122	Office Computations	1	2	0	2	
OST	131	Keyboarding	1	2	0	2	
OST	184	Records Management	1	2	0	2	
MAT	115	Mathematical Models	2	2	0	3	
OR							

MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
OR							
MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
			10	12	0	16	

Term II

CTS	130	Spreadsheet	2	2	0	3	
ENG	111	Expository Writing	3	0	0	3	
OST	134	Text Entry and Formatting	2	2	0	3	
OST	164	Text Editing Applications	3	0	0	3	
PSY	118	Interpersonal Psychology	3	0	0	3	
OR							
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
			13	4	0	15	

Term III

COM	120	Intro Interpersonal Com*	3	0	0	3	
OR							
COM	231	Public Speaking*	(3)	(0)	(0)	(3)	
OR							
ENG	115	Oral Communication	(3)	(0)	(0)	(3)	
OST	132	Keyboard Skill Building	1	2	0	2	
OST	162	Executive Terminology	3	0	0	3	
___	___	OST Elective 1	3	0	0	3	
			10	2	0	11	

Term IV

BUS	115	Business Law I	3	0	0	3	
DBA	112	Database Utilization	2	2	0	3	
OST	135	Adv Text Entry & Format	3	2	0	4	
OST	137	Office Software Applications	1	2	0	2	
OST	181	Intro to Office Systems	2	2	0	3	
			11	8	0	15	

Term V

BUS	260	Business Communication	3	0	0	3	
OST	236	Adv Word/Information Proc	2	2	0	3	

OST 289	Office Systems Management	2	2	0	3
— —	Humanities/Fine Arts Elective	3	0	0	3
— —	OST Elective 2	1	2	0	2
		11	6	0	14

Total Credit Hours: 70

Additional Information

Several OST courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

OST Electives: ACC 150, BUS 110, BUS 137, MKT 223, OST 133, OST 136, OST 138, OST 233, OST 284, OST 286, WEB 110

Humanities/Fine Arts Electives: ART 111, ENG 125, HUM 150, HUM 160, HUM 220, MUS 110, PHI 240, REL 110, REL 211, or REL 212. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Office Systems Technology

Associate in Applied Science

A25360

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS 110	Introduction to Computers*	2	2	0	3
---------	----------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
OST 131	Keyboarding	1	2	0	2
OST 184	Records Management	1	2	0	2
MAT 115	Mathematical Models	2	2	0	3

OR

MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(3)
---------	------------------------	-----	-----	-----	-----

OR

MAT 161	College Algebra*	(3)	(0)	(0)	(3)
		6	8	0	10

Term II

CTS 130	Spreadsheet	2	2	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
		7	4	0	9

Term III

OST 132	Keyboard Skill Building	1	2	0	2
COM 120	Intro Interpersonal Com*	3	0	0	3
	OR				
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
	OR				
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
— —	OST Elective 1	3	0	0	3
		7	2	0	8

Term IV

BUS 115	Business Law I	3	0	0	3
OST 122	Office Computations	1	2	0	2
OST 135	Adv Text Entry & Format	3	2	0	4
		7	4	0	9

Term V

OST 236	Adv Word/Information Proc	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	OR				
PSY 150	General Psychology*	(3)	(0)	(0)	(3)
— —	Humanities/Fine Arts Elective	3	0	0	3
		8	2	0	9

Term VI

ENG 111	Expository Writing	3	0	0	3
OST 162	Executive Terminology	3	0	0	3
— —	OST Elective 2	1	2	0	2
		7	2	0	8

Term VII

DBA 112	Database Utilization	2	2	0	3
OST 137	Office Software Applications	1	2	0	2
OST 181	Introduction to Office Systems	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	6	0	8

Term VIII

ACC 120	Prin of Financial Acct	3	2	0	4
BUS 260	Business Communication	3	0	0	3
OST 289	Office Systems Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		8	4	0	10

Total Credit Hours: 70

Additional Information

Several OST courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

OST Electives: ACC 150, BUS 110, BUS 137, MKT 223, OST 133, OST 136, OST 138, OST 233, OST 284, OST 286, WEB 110

Humanities/Fine Arts Electives: ART 111, ENG 125, HUM 150, HUM 160, HUM 220, MUS 110, PHI 240, REL 110, REL 211, or REL 212. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Office Systems Technology

Diploma

D25360

Day

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours

Term I

CIS 110	Introduction to Computers	2	2	0	3
---------	---------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 184	Records Management	1	2	0	2
—	OST Elective 1	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		7	8	0	11

Term II

OST 134	Text Entry and Formatting	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 236	Adv Word/Information Proc	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3

OR

PSY 150	General Psychology	(3)	(0)	(0)	(3)
		10	4	0	12

Term III

OST 132	Keyboard Skill Building	1	2	0	2
OST 162	Executive Terminology	3	0	0	3
—	OST Elective 2	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	2	0	8

Term IV

CTS 130	Spreadsheet	2	2	0	3
COM 120	Intro Interpersonal Com	3	0	0	3

OR

COM 231	Public Speaking	(3)	(0)	(0)	(3)
---------	-----------------	-----	-----	-----	-----

OR

ENG 115	Oral Communication	(3)	(0)	(0)	(3)
OST 135	Adv Text Entry & Format	3	2	0	4
OST 181	Intro to Office Systems	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		10	6	0	13

Total Credit Hours: 44

Additional Information

Several OST courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are

not able to follow the plan above.

OST Electives: BUS 260, MKT 223, OST 122, OST 133, OST 136, OST 137, OST 233, OST 284, OST 286

Office Systems Technology

Diploma

D25360

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers	2	2	0	3
		OR				
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
ENG	111	Expository Writing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			7	6	0	10

Term II

CTS	130	Spreadsheet	2	2	0	3
OST	134	Text Entry and Formatting	2	2	0	3
OST	164	Text Editing Applications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	4	0	9

Term III

OST	132	Keyboard Skill Building	1	2	0	2
OST	162	Executive Terminology	3	0	0	3
—	—	OST Elective 1	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	2	0	8

Term IV

OST	135	Adv Text Entry & Format	3	2	0	4
OST	181	Intro to Office Systems	2	2	0	3
—	—	OST Elective 2	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			6	6	0	9

Term V

COM	120	Intro Interpersonal Com	3	0	0	3
		OR				
COM	231	Public Speaking	(3)	(0)	(0)	(3)
		OR				
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
OST	236	Adv Word/Info Proc	2	2	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
		OR				
PSY	150	General Psychology	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
			8	2	0	9

Total Credit Hours: 44

Additional Information

Several OST courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

OST Electives: BUS 260, MKT 223, OST 122, OST 133, OST 136, OST 137, OST 233, OST 284, OST 286

Office Systems Technology

Certificate

C25360

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers	2	2	0	3
		OR				
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			3	6	0	6

Term II

OST	134	Text Entry and Formatting	2	2	0	3
-----	-----	------------------------------	---	---	---	---

OST 164	Text Editing Applications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	2	0	6

Term III

OST 162	Executive Terminology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3

Total Credit Hours: 15

Additional Information

Several OST courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

This OST certificate is designed as a supplemental certificate for students in related programs. It is not meant for use as a standalone certificate.

All courses in the OST General certificate are included in the OST diploma and degree programs.

Office Systems Technology - Front Office/Information Specialist

Certificate

C25360FO

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

OST 137	Office Software Applications	1	2	0	2
OST 181	Intro to Office Systems	2	2	0	3
OST 184	Records Management	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		4	6	0	7

Term II

CIS 110	Introduction to Computers	2	2	0	3
OR					

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
OST 131	Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	4	0	4

Term III

OST 132	Keyboard Skill Building	1	2	0	2
— —	OST Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		4	2	0	5

Total Credit Hours: 16

Additional Information

Several OST courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

The OST - Front Office certificate is designed to provide entry-level skills for positions such as receptionist or clerk. All courses in the OST - Front Office certificate are included in the OST diploma and degree programs.

OST Electives: MKT 223 or OST 286

Office Systems Technology - Microsoft Office Specialist

Certificate

C25360MS

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS 110	Introduction to Computers	2	2	0	3
---------	---------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
OST 136	Word Processing	1	2	0	2
OST 137	Office Software Applications	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		3	6	0	6

Term II

CTS 130	Spreadsheet	2	2	0	3
---------	-------------	---	---	---	---

DBA 112	Database Utilization	2	2	0	3
OST 236	Adv Word/ Information Proc	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		6	6	0	9

Total Credit Hours: 15

Additional Information

Several OST courses are sequential or are offered only once a year. Students should consult their academic advisor to create a course plan if they enter the program in the spring or summer or are not able to follow the plan above.

The OST - Microsoft Office Specialist certificate is designed for currently employed office professionals who wish to learn or update their skills in the Microsoft Office Suite. All courses in the OST - Microsoft Office Specialist certificate are included in the OST diploma and degree programs.

Paralegal Technology

Curriculum Description

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records searches, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25380

Day

POS Approved: Fall 2006

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
LEX	110	Intro to Paralegal Study	2	0	0	2
LEX	280	Ethics & Professionalism	2	0	0	2

LEX	130	Civil Injuries	3	0	0	3
LEX	240	Family Law	3	0	0	3
OST	131	Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			12	4	0	14
			(11)	(4)	(0)	(13)

Term II

LEX	250	Wills, Trusts & Estates	2	2	0	3
LEX	150	Commercial Law I	2	2	0	3
LEX	140	Civil Litigation I	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3

OR

MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
-----	-----	------------------------	-----	-----	-----	-----

OR

MAT	161	College Algebra*	<u>(3)</u>	<u>(0)</u>	<u>(0)</u>	<u>(3)</u>
			12	6	0	15

Term III

ACC	120	Prin of Financial Acct	3	2	0	4
ENG	114	Prof Research & Reporting	3	0	0	3
LEX	141	Civil Litigation II	2	2	0	3
---	---	LEX Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	4	0	13

Term IV

OST	134	Text Entry and Formatting	3	2	0	3
LEX	210	Real Property I	3	0	0	3
LEX	120	Legal Research I/ Writing I	2	2	0	3
LEX	121	Legal Research II/ Writing II	2	2	0	3
---	---	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	6	0	15

Term V

COE	111	Co-op Work Experience I	0	0	10	1
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
---	---	LEX Elective	3	0	0	3
---	---	LEX Elective	3	0	0	3
---	---	LEX Elective	2	0	0	2

_____	LEX Elective	2	0	0	2
_____		13	0	10	14

Total Credit Hours: 71 - 72

Additional Information

Keyboarding recommended at admission.

LEX Electives: BUS 115, BUS 116, LEX 151, LEX 160, LEX 170, LEX 211, LEX 214, LEX 220, LEX 260, LEX 270, LEX 283, LEX 286

Humanities/Fine Arts Elective – Select one: ART 111, ENG 131, ENG 231, ENG 241, ENG 273, HUM 110, HUM 121, HUM 220, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Paralegal Technology

Associate in Applied Science

A25380

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers*	2	2	0	3
-----	-----	----------------------------	---	---	---	---

OR

CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
LEX	110	Intro to Paralegal Studies	2	0	0	2
LEX	140	Civil Litigation I	3	0	0	3
			6	2	0	7

Term II

LEX	240	Family Law	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3

OR

MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
-----	-----	------------------------	-----	-----	-----	-----

OR

MAT	161	College Algebra*	(3)	(0)	(0)	(3)
OST	131	Keyboarding	1	2	0	2
			6	4	0	8

Term III

ENG	111	Expository Writing	3	0	0	3
LEX	280	Ethics	2	0	0	2
_____	_____	Humanities/Fine Arts Elective	3	0	0	3
			8	0	0	8

Term IV

LEX	120	Legal Research I/ Writing I	2	2	0	3
LEX	150	Commercial Law I	2	2	0	3
OST	134	Text Entry and Formatting	3	2	0	4
_____	_____	LEX Elective	1	2	0	2
			8	8	0	12

Term V

LEX	121	Legal Research II/ Writing II	2	2	0	3
LEX	250	Wills, Estates, & Trusts	2	2	0	3
_____	_____	LEX Elective	3	0	0	3
			7	4	0	9

Term VI

ENG	114	Prof Research & Reporting	3	0	0	3
LEX	210	Real Property I	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
		OR				
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
			9	0	0	9

Term VII

ACC	120	Prin of Financial Acct	3	2	0	4
LEX	130	Civil Injuries	3	0	0	3
_____	_____	LEX Elective	3	0	0	3
			9	2	0	10

Term VIII

COE	111	Co-op Work Experience I	0	0	10	1
_____	_____	LEX Elective	2	0	0	2
			2	0	10	3

Total Credit Hours: 71 - 72

Additional Information

Keyboarding recommended at admission.

LEX Electives: BUS 115, BUS 116, LEX 151, LEX 160, LEX 170, LEX 211, LEX 214, LEX 220, LEX 260, LEX 270, LEX 283, LEX 286

Humanities/Fine Arts Elective – Select one: ART 111, ENG 131, ENG 231, ENG 241, ENG 273, HUM 110, HUM 121, HUM 220, or PHI 240. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Paralegal Technology - Business Practice

Certificate

A25380BP

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
LEX 150	Commercial Law I	2	2	0	3
LEX 270	Law Office Management	1	2	0	2
		6	6	0	9

Term II

LEX 151	Commercial Law II	3	0	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 260	Bankruptcy Law & Collections	3	0	0	3
		8	0	0	8

Total Credit Hours: 17

Additional Information

Certificates in Paralegal Technology are intended for the use and benefit of students who have already completed either a two-year or four-year undergraduate degree in any field.

Paralegal Technology - Family Law

Certificate

A25380FL

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

LEX 140	Civil Litigation I	3	0	0	3
LEX 240	Family Law	3	0	0	3
		6	0	0	6

Term II

LEX 141	Civil Litigation II	2	2	0	3
LEX 214	Investigat & Trial Prep 1	4	0	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
		5	6	0	8

Total Credit Hours: 14

Additional Information

Certificates in Paralegal Technology are intended for the use and benefit of students who have already completed either a two-year or four-year undergraduate degree in any field.

Paralegal Technology - Litigation

Certificate

A25380L

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 160	Criminal Law	2	2	0	3
		8	0	0	9

Term II

LEX 141	Civil Litigation II	2	2	0	3
---------	---------------------	---	---	---	---

LEX 214 Investigat & Trial
Prep

1	4	0	3
3	6	0	6

Total Credit Hours: 15

Additional Information

Certificates in Paralegal Technology are intended for the use and benefit of students who have already completed either a two-year or four-year undergraduate degree in any field.

Paralegal Technology - Personal Injury

Certificate

A25380PI

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
		6	0	0	6

Term II

LEX 141	Civil Litigation II	2	2	0	3
LEX 214	Investigat & Trial Prep	1	4	0	3
LEX 286	Medical Evidence Analysis	1	2	0	2
		4	8	0	8

Total Credit Hours: 14

Additional Information

Certificates in Paralegal Technology are intended for the use and benefit of students who have already completed either a two-year or four-year undergraduate degree in any field.

Paralegal Technology - Real Property

Certificate

A25380RP

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

ACC 120	Prin of Financial Acct	3	2	0	4
LEX 210	Real Property I	3	0	0	3
LEX 270	Law Office Mgt/ Technology	1	2	0	2
		7	4	0	9

Term II

LEX 211	Real Property II	1	4	0	3
LEX 250	Wills, Trusts & Estates	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
		5	6	0	8

Total Credit Hours: 17

Additional Information

Certificates in Paralegal Technology are intended for the use and benefit of students who have already completed either a two-year or four-year undergraduate degree in any field.

Paralegal Technology - Wills and Estate Administration

Certificate

A25380W

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

LEX 150	Commercial Law I	2	2	0	3
LEX 210	Real Property I	3	0	0	3

LEX 270	Law Office Mgt/ Technology	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		6	4	0	8

Term II

ACC 120	Prin of Financial Acct	3	2	0	4
LEX 250	Wills, Trusts & Estates	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	4	0	7

Total Credit Hours: 15

Additional Information

Certificates in Paralegal Technology are intended for the use and benefit of students who have already completed either a two-year or four-year undergraduate degree in any field.

Physical Therapist Assistant

Instructional Service Agreement with Guilford Technical Community College

Curriculum Description

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45640

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

BIO	165	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3

PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PSY	150	General Psychology	3	0	0	3
			12	5	0	14

Term II

BIO	166	Anatomy and Physiology II	3	3	0	4
COM	120	Intro Interpersonal Com*	3	0	0	3
OR						
COM	231	Public Speaking*	(3)	(0)	(0)	(3)
OR						
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
OR						
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
PSY	241	Developmental Psychology	3	0	0	3
—	—	Humanities/Fine Arts Elective	3	0	0	3
			12	3	0	13

Total Credit Hours: 27

Additional Information

The instructional service agreement is offered to students at Forsyth Tech through the piedmont regional Physical Therapist Assistant program of study. Students complete general education requirements on the Forsyth Tech campus and all other courses are offered at Guilford Technical Community College. Please see your advisor for a list of courses that are offered at GTCC.

Additional admissions requirements:

1. College English or algebra courses with a grade of C or higher within the past 10 years may waive some required placement tests. High school algebra I or higher with a grade of C or higher taken within the past five years may be substituted for the algebra placement test.
2. Completion of high school or college has been met.
3. Grades of C or higher are required for general education courses completed prior to program admission and enrollment in PTA course work at GTCC.

4. All applicants must complete a physical therapy assistant related experience prior to the application deadline. See admissions for more information.
5. Completion of program orientation requirements.
6. Overall grade point average of 2.0 on those courses completed at Forsyth Tech which are listed as program course requirements.
7. Completion of the Forsyth Tech Student Medical Form.

This program has limited enrollment and selects students for admission. When minimum requirements are met, applicants are ranked using a point system based on grades, and amount of PTA related experience. The top ranking applicants will be admitted based on space availability. A grade of C or higher is required in all PTA courses or the student will be dismissed from the program. GTCC requires demonstrated math and computer competency prior to graduation. The Physical Therapist Assistant program at GTCC is fully accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA).

Humanities/Fine Arts Electives - Select one: ART 111, HUM 110, HUM 115, HUM 121, HUM 160, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

*This course is recommended for students transferring to a four-year university.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Plumbing

Curriculum Description

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D35300

Day

POS Approved: Fall 2001

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours

Term I

BPR	130	Blueprint Reading/Const	1	2	0	2
MAT	101	Applied Mathematics I	2	2	0	3
PLU	110	Modern Plumbing	4	15	0	9
PLU	140	Intro to Plumbing Codes	1	2	0	2
			8	21	0	16

Term II

PLU	120	Plumbing Applications	4	15	0	9
PLU	150	Plumbing Diagrams	1	2	0	2
WLD	112	Basic Welding Processes	1	3	0	2
			6	20	0	13

Term III

ENG	101	Applied Communications I	3	0	0	3
PLU	130	Plumbing Systems	3	9	0	6
			6	9	0	9

Total Credit Hours: 38

Plumbing

Certificate

C35300

Day

		HOURS PER WEEK			
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op/Credit Hours

Term I

PLU	110	Modern Plumbing	4	15	0	9
			4	15	0	9

Term II

PLU	120	Plumbing Applications	4	15	0	9
			4	15	0	9

Total Credit Hours: 18

Practical Nursing

Curriculum Description

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D45660
Day
POS Approved: Fall 2003

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab	Clinical	Credit Hours

Term I

ACA	111	College Student Success	1	0	0	1
BIO	165	Anatomy and Physiology I	3	3	0	4
NUR	101	Practical Nursing I	7	6	6	11
PSY	150	General Psychology	3	0	0	3
			14	9	6	19

Term II

ENG	111	Expository Writing	3	0	0	3
NUR	102	Practical Nursing II	8	0	12	12
			11	0	12	15

Term III

NUR	103	Practical Nursing III	6	0	12	10
			6	0	12	10

Total Credit Hours: 44

Additional Information

Additional admissions requirements:

1. Completion of high school or college credits in biology and algebra.
2. Current cardiopulmonary resuscitation certification at the healthcare provider level.
3. Completion of program orientation requirements.
4. Grade of C or better in all required related and program specific courses is mandatory for admission and progression in the Practical Nursing program.
5. Completion of the Forsyth Tech Student Medical Form.
6. Certification as a certified nurse assistant I (CNA I).

Program Information

In addition to traditional classroom instruction, students may also receive curriculum content through a variety of delivery technologies, including the Internet. Students who do not have personal computers with Internet access may use the computers in the college Learning Resource Center.

This program has limited enrollment. Effective Fall 2008, students are chosen by scores attained on the TEAS (Test of Essential Academic Skills) and a selective admissions process based upon completion of related courses (i.e. biology, english, psychology, etc.) with a grade of C or better. The Admissions Office can provide additional information on the selection process.

Readmission may be possible but requires reapplying and approval by the college.

Criminal Background Checks/Drug Screening

Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.

Radiation Therapy Technology

Curriculum Description

The Radiation Therapy Technology curriculum is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45680

Day

POS Approved: Fall 2005

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

BIO	163	Basic Anat & Physiology	4	2	0	5
OR						
BIO	165	Antatomy and Physiology I	(3)	(3)	(0)	(4)
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)

RTT	120	Rad Therapy Positioning	2	2	0	3
RTT	150	Rad Therapy Orientation	3	0	0	3
			12	4	0	14
			(11)	(5)	(0)	(13)

Term II

ENG	111	Expository Writing	3	0	0	3
COM	231	Public Speaking*	3	0	0	3
OR						
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
RTT	151	RTT Clinical Ed I	0	0	15	5
—	—	Humanities/Fine Arts Elective	3	0	0	3
			9	0	15	14

Term III

RAD	131	Radiographic Physics I	1	3	0	2
RTT	161	RTT Clinical Ed II	0	0	9	3
			1	3	9	5

Term IV

RTT	121	Special Imaging	2	0	0	2
RTT	221	Clinical Oncology I	3	0	0	3
RTT	230	Rad Therapy Physics	3	0	0	3
RTT	238	RTT Clinical Ed IV	0	2	15	6
OR						
RTT	240	RTT Clinical Ed IV	(0)	(0)	(18)	(6)
			8	2	15	14
			(8)	(0)	(18)	(14)

Term V

RTT	210	Radiobiology	2	0	0	2
RTT	222	Clinical Oncology II	3	0	0	3
RTT	231	Dosimetry	3	0	0	3
RTT	239	RTT Clinical Ed IV	0	2	18	7
			8	2	18	15

Term IV

RTT	232	Radiographic Procedures	2	0	0	2
RTT	246	RTT Clinical Ed V	0	0	18	6
			2	0	18	8

Total Credit Hours: 70

Additional Information

Additional admissions requirements:

1. Completion of high school or college credits in biology or algebra.
2. Current cardiopulmonary resuscitation certification at the healthcare provider level.
3. Completion of program orientation requirements which may include observational hours prior to acceptance.
4. Overall grade point average of 2.0 on those courses completed at Forsyth Tech and listed as program course requirements.
5. Completion of Forsyth Tech Student Medical Form.

Program Information

This program has limited enrollment. Students are chosen by a selective admissions process based on previous placement test scores, previous grades from high school, or college courses to include biology, written communication, and algebra and completion of any training such as certified nurse assistant I and II, health care technician, emergency medical technician, paramedic, or any one-two-three-year health technologies or nursing program. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, RAD or RTT course, or prerequisite course while enrolled in the program will result in the dismissal from the program. Readmission may be possible but requires reapplying and approval by the college.

*This course is recommended for students transferring to a four-year university.

Humanities/Fine Arts Elective – Select one: ART 111, ENG 131, ENG 231, HUM 110, HUM 115, HUM 120, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

Criminal Background Checks/Drug Screening

Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards may prohibit

eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.

Radiation Therapy Technology - Advanced Placement

Associate in Applied Science

A45680A

Day

POS Approved: Fall 2005

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term IV						
RTT	121	Special Imaging	2	0	0	2
RTT	150	Rad Therapy Orientation	3	0	0	3
RTT	221	Clinical Oncology I	3	0	0	3
RTT	230	Rad Therapy Physics	3	0	0	3
RTT	238	RTT Clinical Ed III	0	2	15	6
			11	2	15	17

Term V

RTT	210	Radiobiology	2	0	0	2
RTT	222	Clinical Oncology II	3	0	0	3
RTT	231	Dosimetry	3	0	0	3
RTT	239	RTT Clinical Ed IV	0	2	18	7
			8	2	18	15

Term IV

RTT	232	Radiographic Procedures	2	0	0	2
RTT	246	RTT Clinical Ed V	0	0	18	6
			2	0	18	8

Total Credit Hours: 40

Additional Information

Advanced placement into the Radiation Therapy Technology program is available to graduates of Radiography programs accredited by the Joint Review Committee on Education in Radiologic Technology. Individuals from these programs must

have equivalent college transfer credit or complete the necessary general education course work required for the degree. These courses include:

BIO 163 Basic Anat & Physiology

5 credit hours

ENG 111 Expository Writing

3 credit hours

ENG 115 Oral Communication

3 credit hours

PSY 150 General Psychology

3 credit hours

Humanities/Fine Arts Elective

3 credit hours

Radiography

Curriculum Description

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45700

Day

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

BIO	163	Basic Anat & Physiology	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
RAD	110	Rad Intro & Patient Care	2	3	0	3
RAD	111	RAD Procedures I	3	3	0	4
RAD	151	RAD Clinical Ed I	0	0	6	2
			12	9	6	17

Term II

PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
RAD	112	RAD Procedures II	3	3	0	4
RAD	121	Radiographic Imaging I	2	3	0	3
RAD	161	RAD Clinical Ed II	0	0	15	5
—	—	Humanities/Fine Arts Elective	3	0	0	3
			11	6	15	18

Term III

ENG	112	Argument-Based Research*	3	0	0	3
OR						
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
RAD	122	Radiographic Imaging II	1	3	0	2
RAD	131	Radiographic Physics I	1	3	0	2
RAD	171	RAD Clinical Ed III	0	0	12	4
			5	6	12	11

Term IV

RAD	211	RAD Procedures III	2	3	0	3
RAD	231	Radiographic Physics II	1	3	0	2
RAD	241	Radiobiology/Protection	2	0	0	2
RAD	251	RAD Clinical Ed IV	0	0	21	7
SOC	210	Introduction to Sociology	3	0	0	3
			8	6	21	17

Term V

RAD	245	Rad Quality Management	1	3	0	2
RAD	261	RAD Clinical Ed V	0	0	21	7
RAD	271	Radiography Capstone	0	3	0	1
			1	6	21	10

Total Credit Hours: 73

Additional Information

Additional admission requirements:

1. Completion of high school or college credits in biology and algebra.
2. Current cardiopulmonary resuscitation certification
3. Completion of program orientation requirements which may include observation prior to acceptance.
4. Grade of C or better in all required related and program specific courses is mandatory for admission and progression in radiography.
5. Completion of the Forsyth Tech Student Medical Form turned in prior to first day of class.

Program Information

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (e.i. biology, English, psychology, etc.) and completion of any training such as certified nurse assistant (CNA I or CNA II), emergency medical technician (EMT), paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of D or any withdrawal in any required science course, RAD prefix course, or prerequisite course while enrolled in the program will result in dismissal from the curriculum. Readmission may be possible but requires reapplying and approval by the college and may be on a space available basis.

Radiography is considered to be a safe profession in terms of radiation exposure, however, special limits have been established for occupationally exposed declared pregnant women to ensure that the probability of birth defects is negligible. A copy of the program's pregnancy policy is included in the Radiography Program Student Handbook and is available upon request.

The mission of the Radiography program is to actively involve the student in a learning process through a variety of educational experiences that include classroom, laboratory, and clinical education and results in a professional entry-level radiographer who will continue to learn.

The Radiography program is accredited by the Joint Review Committee on Education for Radiologic Technology (JRCERT).

Humanities/Fine Arts Elective — Select one: ART 111, ENG 231, HUM 110, HUM 115, HUM 120, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning additional electives.

*This course is recommended for students transferring to a four-year university.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Real Estate

Curriculum Description

The Real Estate curriculum provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for the North Carolina Real Estate license examination. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D25400
Day and Evening
POS Approved: Fall 2007

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
ACC	120	Prin of Financial Acct	3	2	0	4
BUS	115	Business Law	3	0	0	3
BUS	151	People Skills	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
ENG	115	Oral Communication	3	0	0	3
RLS	113	Real Estate Mathematics	2	0	0	2
			15	4	0	17
			(16)	(4)	(0)	(18)

Term II

BUS	225	Business Finance	2	2	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology	(3)	(0)	(0)	(3)
RLS	112	Broker Prelicensing	5	0	0	5
RLS	212	Real Property Management	2	0	0	2
OR						
RLS	216	Land Use Controls	(2)	(0)	(0)	(2)
RLS	220	Real Est Invest Analysis	3	0	0	3
			15	2	0	16

Term III

RLS	117	Real Estate Broker	4	0	0	4
			4	0	0	4

Total Credit Hours: 37 - 38

Additional Information

Applicants should contact the North Carolina Real Estate Commission to obtain the current requirements to obtain a broker's license to market real estate in North Carolina.

Real Estate

Certificate

A25400
Day and Evening

		HOURS PER WEEK				
Course Prefix	Course Number	Course Title	Class	Lab/Shop	Clinical/Co-op	Credit Hours
Term I						
CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
RLS	113	Real Estate Mathematics	2	0	0	2
RLS	117	Real Estate Broker	4	0	0	4
			7	2	0	9
			(6)	(4)	(0)	(8)
Term II						
RLS	112	Broker Prelicensing	5	0	0	5
			5	0	0	5

Total Credit Hours: 13 - 14

Additional Information

Applicants should contact the North Carolina Real Estate Commission to obtain the current requirements to obtain a broker's license to market real estate in North Carolina.

Real Estate Appraisal

Curriculum Description

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25420
Evening
POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	Class	HOURS PER WEEK			
				Lab/ Shop	Clinical/ Co-op	Credit Hours	
Term I							
ACC	120	Prin of Financial Acct	3	2	0	4	
REA	111	Intro Real Est App R-1		2	0	0	2
REA	112	Valuation Prin & Prac R-2		2	0	0	2
REA	113	Applied Res Prop Val R-3		1	0	0	1
REA	114	USPAP R-4		1	0	0	1
RLS	113	Real Estate Mathematics		2	0	0	2
			11	2	0	12	

Term II

CIS	110	Introduction to Computers	2	2	0	3	
-----	-----	------------------------------	---	---	---	---	--

ENG	111	Expository Writing	3	0	0	3	
BUS	115	Business Law I	3	0	0	3	
RLS	112	Broker Prelicensing	5	0	0	5	
			13	2	0	14	

Term III

ENG	112	Argument-Based Research*	3	0	0	3	
OR							
ENG	113	Literature-Based Research*	(3)	(0)	(0)	(3)	
OR							
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)	
MAT	115	Mathematical Models	2	2	0	3	
OR							
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
OR							
MAT	161	College Algebra*	(3)	(0)	(0)	(3)	
RLS	117	Real Estate Broker	4	0	0	4	
			10	0	0	10	
			(11)	(0)	(0)	(10)	

Term IV

BUS	116	Business Law II	3	0	0	3	
CTS	130	Spreadsheet I	2	2	0	3	
REA	210	Intro Income Prop App G-1	2	0	0	2	
REA	212	Adv Inc Capital Proc G-2	2	0	0	2	
REA	213	Applied Inc Prop Val G-3	2	0	0	2	
—	—	Humanities/Fine Arts Elective	3	0	0	3	
			14	2	0	15	

Term V

BUS	137	Prin of Management	3	0	0	3	
ECO	252	Prin of Macroeconomics	3	0	0	3	
MKT	120	Prin of Marketing	3	0	0	3	
PSY	118	Interpersonal Psychology	3	0	0	3	
OR							
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
—	—	Real Estate Appraisal Elective	2	2	0	2	
			14	2	0	14	

Total Credit Hours: 65

Additional Information

Contact the North Carolina Appraisal Board to determine the precise and current requirements for becoming a licensed North Carolina appraiser.

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, ENG 231, ENG 241, ENG 273, HUM 110, HUM 121, HUM 220, PHI 215, or PHI 240.
Consult an academic advisor concerning other possible electives.

Real Estate Appraisal Elective - Select one: CIS 122, CIS 154, DBA 110, or SPA 111

Recreational Vehicle Maintenance and Repair Technology

Curriculum Description

This curriculum is designed to prepare individuals to work as Recreational Vehicle Maintenance Technicians.

Course work includes electrical, air conditioning, water, heating, mechanical, and LP gas systems and appliances on all types of recreational vehicles. Students will develop skills through classroom and shop/lab activities.

Graduates should qualify for employment as entry-level recreational vehicle service technicians, service writers, parts counter persons, service managers, factory field technicians, or factory service representatives.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Certificate

C60210

Evening

POS Approved: Fall 2002

Term III

RVM	150	Air Conditioning Systems	1	2	0	2
RVM	180	Heating/Mechanical Systems	1	3	0	2
			2	5	0	4

Total Credit Hours: 18

Additional Information

This program of study is taught at an off-site location. **Term III** extends into the following fall semester.

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
RVM	130	LP Gas System/ Appliances	1	2	0	2
RVM	190	Interior/Exterior Coach	2	4	0	4
			3	6	0	6

Term II

RVM	125	RV Electrical Systems	2	6	0	4	
RVM	160	RV Water Systems	2	4	0	4	
			4	10	0	8	

Respiratory Therapy

Curriculum Description

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45720

Day

POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours
Term I						
BIO	163	Basic Anat & Physiology	4	2	0	5
		OR				
BIO	165	Antatomy and Physiology I	(3)	(3)	(0)	(4)
ENG	111	Expository Writing	3	0	0	3
RCP	110	Into to Respiratory Care	3	3	0	4
RCP	122	Special Practice Lab	0	2	0	1
RCP	132	RCP Clinical Practice I	0	0	6	2
			10	7	6	15
			(9)	(8)	(6)	(14)

Term II

RCP	111	Therapeutics/ Diagnostics	4	3	0	5
RCP	113	RCP Pharmacology	2	0	0	2
RCP	114	C-P Anatomy & Physiology	3	0	0	3
RCP	123	Special Practice Lab	0	3	0	1
RCP	145	RCP Clinical Practice II	0	0	15	5
			9	6	15	16

Term III

RCP	112	Patient Management	3	3	0	4
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	153	RCP Clinical Practice III	0	0	9	3
RCP	223	Special Practice Lab	0	3	0	1
			5	6	9	10

Term IV

PSY	118	Interpersonal Psychology	3	0	0	3
		OR				
PSY	150	General Psychology*	(3)	(0)	(0)	(3)
RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Peds RC	1	3	0	2
RCP	236	RCP Clinical Practice IV	0	0	18	6
		Humanities/Fine Arts Elective	3	0	0	3
			10	6	18	18

Term V

COM	120	Intro Interpersonal Com*	3	0	0	3
		OR				
COM	231	Public Speaking*	(3)	(0)	(0)	(3)
		OR				
ENG	114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
		OR				
ENG	115	Oral Communication	(3)	(0)	(0)	(3)
RCP	211	Adv Monitoring/ Procedures	3	3	0	4
RCP	215	Career Prep-Adv Level	0	3	0	1
RCP	247	RCP Clinical Practice V	0	0	21	7
			6	6	21	15

Total Credit Hours: 73 - 74

Additional Information

Additional admissions requirements:

1. Completion of high school or college level credits in biology and algebra I are required. High school chemistry and human anatomy and physiology are recommended.
2. Current documentation of cardiopulmonary resuscitation (CPR) certification at the healthcare provider level (Professional). This is not required to be in the selective admissions pool, however, if selected into the program this must be completed before the start of clinical rotations.
3. Completion of the Respiratory Therapy Open House/Orientation Session as well as an admissions Allied Health Information Session prior to March 1 to be eligible for the selection pool.
4. Grade of C or better in all required related and program specific courses is mandatory for admission to and progression in the Respiratory Therapy program.
5. Completion of the Forsyth Tech Student Medical Form. This form will be sent out to those who are approved and selected for program admission. The form must be completed by the start of classes. A current TB test/chest x-ray and hepatitis B vaccination record must be included and kept up-to-date and on file while matriculating in the Respiratory Therapy program.

Program Information

The Respiratory Therapy program (Advanced-Level) is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Committee on Accreditation for Respiratory Care (CoARC).

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (e.g., biology, English, psychology, etc.) and completion of any training such as certified nurse assistant (CNA I or CNA II), emergency medical technician (EMT), paramedic, or any diploma or degree in a health or non-health field. The Admissions Office can provide additional information on the selection process.

A grade of F or any withdrawal in any required science course, RCP prefix course, or prerequisite course while enrolled in the program will result in dismissal from the program. Readmission may be possible but requires reapplying and approval by the college and may be on a space available basis.

Successful completion of an advanced cardiac life support (ACLS), neonatal resuscitation program (NRP), and pediatric advanced life support (PALS) provider course is a requirement for graduation from the program. It will be the student's responsibility to secure, enroll in and successfully complete these advanced life support provider courses. A copy of the completion cards will be kept on file in the Respiratory Therapy program student files.

*BIO 165 must be taken at Forsyth Tech due to altered course description, however, other options for transfer that would meet this requirement are BIO 165 and BIO 166 (taken at same college), BIO 163, or BIO 168 and BIO 169 (taken at same college).

Humanities/Fine Arts Elective - Select one: ART 111, HUM 110, HUM 115, HUM 121, HUM 160, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning additional possible electives.

*This course is recommended for students transferring to a four-year university.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Therapeutic Massage

Curriculum Description

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation of soft tissues, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take an examination approved by the North Carolina Board of Massage and Bodywork Therapy and may be eligible to apply for a North Carolina license.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A45750

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

ACA 111	College Student Success (ACA 111TM)	1	0	0	0	1
BIO 163	Basic Anat & Physiology	4	2	0	0	5
ENG 111	Expository Writing	3	0	0	0	3
MED 121	Medical Terminology I (Online)	3	0	0	0	3

MTH 110	Fundamentals of Massage	6	12	0	0	10
		17	14	0	0	22

Term II

BUS 137	Principles of Management*	3	0	0	0	3
	OR					
BUS 230	Small Business Management	(3)	(0)	(0)	(0)	(3)
MTH 120	Therapeutic Massage Applications	6	12	0	0	10
NUT 110	Nutrition (NUT 110TM)	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
		15	12	0	0	19

Term III

COM 120	Intro Interpersonal Com*	3	0	0	0	3
	OR					
COM 231	Public Speaking*	(3)	(0)	(0)	(0)	(3)
	OR					
ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(0)	(3)
	OR					
ENG 115	Oral Communication	(3)	(0)	(0)	(0)	(3)
MTH 125	Ethics of Massage	2	0	0	0	2
		5	0	0	0	5

Term IV

BUS 152	Human Relations	3	0	0	0	3
MAT 115	Mathematical Models	2	2	0	0	3
	OR					
MAT 140	Survey of Mathematics*	(3)	(0)	(0)	(0)	(3)
	OR					
MAT 161	College Algebra*	(3)	(0)	(0)	(0)	(3)
MTH 210	Adv Skills of Massage	4	12	0	0	8
		9	14	0	0	14
		(10)	(12)	(0)	(0)	(14)

Term V

BIO 271	Pathophysiology	3	0	0	0	3
COE 111	Co-op Work Experience I	0	0	10	0	1
MTH 220	Outcome-Based Massage	4	9	0	0	7

Humanities/Fine

Arts Elective

3 0 0 3
10 9 10 14

Total Credit Hours: 74

Additional Information

Additional admissions requirements:

1. Completion of Introduction to Massage course (10-hour course offered through Forsyth Tech Corporate and Continuing Education).
2. Cardiopulmonary resuscitation (CPR) certificate
3. Completion of the Forsyth Tech Student Medical Form
4. Completion of Therapeutic Massage Observation Form
5. For complete list of requirements, contact the Program Coordinator.

Program Information

This program has limited enrollment. Students are chosen by a selective admissions process based on grades earned in required related courses (i.e., biology, English, psychology, business, nutrition, etc.) and completion of any training such as certified nurse assistant I and II or any health or non-health diploma or degree. The Admissions Office can provide additional information on the selection process.

A grade of C or better is required in all MTH courses and related courses or the student will be dismissed. Readmission may be possible but requires reapplying and approval by the college.

Pursuant to General Statutes 90-633. Disciplinary action. Among the reasons the North Carolina Board for Massage and Bodywork Therapy may deny, suspend, revoke, or refuse to license a massage and bodywork therapist or applicant are the following:

1. The employment of fraud, deceit, or misrepresentation in obtaining or attempting to obtain a license or the renewal of a license.
2. The use of drugs or intoxicating liquors to an extent that affects professional competency.
3. Conviction of an offense under any municipal, state, or federal narcotic or controlled substance law until proof of rehabilitation can be established.

4. Conviction of a felony or other public offense involving moral turpitude until proof of rehabilitation can be established.
5. An adjudication of insanity or incompetency until proof of recovery from the condition can be established.
6. Practice as a licensee under this Article without a valid certificate or renewal.

Humanities/Fine Arts Elective - Select one: ART 111, ENG 231, HUM 115, HUM 120, HUM 130, HUM 220, MUS 110, PHI 215, PHI 240, or REL 110. Consult an academic advisor concerning other possible electives.

ACA 111TM and MED 121 is offered online and is designated for Therapeutic Massage students. NUT 110TM is designated for Therapeutic Massage students.

*This course is recommended for students transferring to a four-year university.

Criminal Background Checks/Drug Screening

*Clinical facilities may require criminal background checks and/or drug screening for students assigned to their facility for clinical education. In addition, national and/or state registry and/or licensure boards **may prohibit** eligibility for registry or licensure based on criminal background records. Please refer to the Health Technologies section on www.forsythtech.edu.*

Therapeutic Massage

Diploma

D45750

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

ACA	111	College Student Success (ACA 111TM)	1	0	0	1
BIO	163	Basic Anat & Physiology	4	2	0	5

ENG 111	Expository Writing	3	0	0	3
MED 121	Medical Terminology I (Online)	3	0	0	3
MTH 110	Fundamentals of Massage	6	12	0	10
		17	14	0	22

Term II

BUS 137	Principles of Management*	3	0	0	3
	OR				
BUS 230	Small Business Management	(3)	(0)	(0)	(3)
MTH 120	Therapeutic Massage Applications	6	12	0	10
NUT 110	Nutrition (NUT 110TM)	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		15	12	0	19

Term III

COM 120	Intro Interpersonal Com*	3	0	0	3
	OR				
COM 231	Public Speaking*	(3)	(0)	(0)	(3)
	OR				
ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
	OR				
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
MTH 125	Ethics of Massage	2	0	0	2
		5	0	0	5

Total Credit Hours: 46

Therapeutic Massage

Diploma

D45750

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

ACA 111	College Student Success (ACA 111TM)	1	0	0	1
---------	-------------------------------------	---	---	---	---

BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 121	Medical Terminology I (Online)	3	0	0	3
MTH 110A	Fundamentals of Massage IA	3	6	0	5
		11	8	0	14

Term II

ENG 111	Expository Writing	3	0	0	3
MTH 110B	Fundamentals of Massage IB	3	6	0	5
PSY 150	General Psychology	3	0	0	3
		9	6	0	11

Term III

BUS 137	Principles of Management*	3	0	0	3
	OR				
BUS 230	Small Business Management	(3)	(0)	(0)	(3)
NUT 110	Nutrition (NUT 110TM)	3	0	0	3
		6	0	0	6

Term IV

COM 120	Intro Interpersonal Com*	3	0	0	3
	OR				
COM 231	Public Speaking*	3	(0)	(0)	(3)
	OR				
ENG 114	Prof Research & Reporting*	(3)	(0)	(0)	(3)
	OR				
ENG 115	Oral Communication	(3)	(0)	(0)	(3)
MTH 120A	Therapeutic Applications of Massage IIA	3	6	0	5
		6	6	0	8

Term V

MTH 120B	Therapeutic Applications of Massage IIB	3	6	0	5
MTH 125	Ethics of Massage	2	0	0	2
		5	6	0	7

Total Credit Hours: 46

Viticulture and Enology Technology

Instructional Service Agreement with Surry Community College

Curriculum Description

The Viticulture and Enology curriculum is designed to prepare individuals for various careers in the grape growing and wine making industry. Classroom instruction, laboratory and field applications of viticultural/enological principles and practices are included in the program of study.

Course work in viticulture includes aspects of plant science, vineyard stock selection, and propagation, soils, vine nutrition and pest management. Also included are courses in planning, layout, economics and management of vineyards. Those interested in enology will receive training in the classroom, laboratory and field in the tools and techniques of wine making. Related courses in microbiology and fermentation science, sensory analysis, and winery economics and marketing are offered.

Graduates should qualify for positions in vineyards, wineries, and in related areas of sales and services. Graduates in viticulture will also be certified as North Carolina Private Pesticide Applicators.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A15430
Day and Evening
POS Approved: Spring 2005

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours	

Term I

ACA 111	College Student Success *		1	0	0	1	
---------	---------------------------	--	---	---	---	---	--

AGR 110	Agricultural Economics	3	0	0	3		
ENG 111	Expository Writing *	3	0	0	3		
VEN 132	Wines of the World	1	2	0	2		
VEN 135	Introduction to Viticulture	3	2	0	4		
VEN 139	Grape and Wine Science	4	2	0	5		
		15	6	0	18		

Term II

CIS 110	Introduction to Computers*	2	2	0	3		
ENG 114	Prof Research & Reporting*	3	0	0	3		
MAT 115	Mathematical Models*	2	2	0	3		
PSY 118	Interpersonal Psychology*	3	0	0	3		
VEN 133	Introduction to Winemaking	3	0	0	3		
VEN 138	Vineyard Establishment and Development	3	0	0	3		
		16	4	0	18		

Term III

BUS 110	Introduction to Business *	3	0	0	3		
VEN 283	Wine Production & Analysis	2	6	0	5		
VEN 285	Winery Operations						
	OR						
VEN 287	Vineyard Operations	3	2	0	4		
— —	Humanities/Fine Arts Elective*	3	0	0	3		
		11	8	0	15		

Term IV

BUS 135	Principles of Supervision*	3	0	0	3		
BUS 230	Small Business Management*	3	0	0	3		
VEN 238	Grapevine Pests, Diseases & Disorders	3	0	0	3		
VEN 286	Wine Marketing						
	OR						
— —	AGR, HOR or VEN Elective*	3	0	0	3		

_____	_____	AGR, HOR or VEN				
		Elective*	3	0	0	3
_____	_____	Spanish Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	0	0	18

Total Credit Hours: 69

Additional Information

This program is offered to students at Forsyth Tech through an instructional service agreement with Surry Community College. Students complete from 25 to 37 hours of general education and other program requirements on a day or evening schedule at Forsyth Tech during the two years of the program. The remaining courses are offered on an evening only schedule at SCC. See your advisor to plan your course schedule.

* These courses can be taken at Forsyth Tech. All other courses are taught on the SCC campus.

Web Technologies

Curriculum Description

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Associate in Applied Science

A25290
Day
POS Approved: Fall 2006

Course Prefix	Course Number	Course Title	HOURS PER WEEK				
			Class	Lab/Shop	Clinical/Co-op	Credit Hours	

Term I

CIS	110	Introduction to Computers*	2	2	0	3	
		OR					
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)	
DBA	110	Database Concepts	2	3		3	
MAT	115	Mathematical Models	2	2	0	3	
		OR					
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)	
		OR					
MAT	161	College Algebra*	(3)	(0)	(0)	(3)	

NOS	110	Operating Systems Concepts	2	3	0	3	
WEB	110	Internet/Web Fundamentals	2	2	0	3	
			10	12	0	15	
			(3)	(0)	(0)	(14)	

Term II

CIS	115	Intro to Pro & Logic	2	3	0	3	
NET	110	Networking Concepts	2	2	0	3	
		OR					
NET	125	Networking Basics	(1)	(4)	(0)	(3)	
PSY	118	Interpersonal Psychology	3	0	0	3	
		OR					
PSY	150	General Psychology*	(3)	(0)	(0)	(3)	
WEB	115	Web Markup and Scripting	2	2	0	3	
—	—	Other Major Hours Elective	2	2	0	3	
			11	9	0	15	

Term III

CTS	115	Info Sys Business Concept	3	0	0	3	
CTS	118	IS Professional Communications	2	0	0	2	
ENG	111	Expository Writing	3	0	0	3	
			8	0	0	8	

Term IV

ENG	114	Prof Research & Reporting	3	0	0	3	
SEC	110	Security Concepts	3	0	0	3	
WEB	120	Intro Internet Multimedia	2	2	0	3	
WEB	140	Web Development Tools	2	2	0	3	
—	—	Other Major Hours Elective	2	3	0	3	
			12	7	0	15	

Term V

WEB	186	XML Technology	2	2	0	3	
WEB	210	Web Design	2	2	0	3	
WEB	230	Implementing Web Ser	2	2	0	3	
WEB	250	Database Driven Websites	2	2	0	3	

Humanities/Fine

Arts Elective

3	0	0	3
11	8	0	15

Total Credit Hours: 67 - 68

Additional Information

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, ENG 231, ENG 241, ENG 273, HUM 110, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible options.

Other Major Hours Elective - Select two: DBA 120, NOS 120, NOS 130, NOS 220, NOS 230, WEB 111, WEB 180, WEB 182, WEB 183, WEB 240

*This course is recommended for students transferring to a four-year university.

Web Technologies

Associate in Applied Science

A25290

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/ Shop	Clinical/ Co-op	Credit Hours

Term I

CIS	110	Introduction to Computers*	2	2	0	3
OR						
CIS	111	Basic PC Literacy	(1)	(2)	(0)	(2)
NOS	110	Operating Systems Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
			6	7	0	9

Term II

CIS	115	Intro to Programming and Logic	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
OR						
NET	125	Networking Basics	(1)	(4)	(0)	(3)
WEB	115	Web Markup and Scripting	2	2	0	3
			6	7	0	9

Term III

CTS	115	Info Sys Business Concept	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OR						
MAT	140	Survey of Mathematics*	(3)	(0)	(0)	(3)
OR						
MAT	161	College Algebra*	(3)	(0)	(0)	(3)
			5	2	0	6

Term IV

DBA	110	Database Concepts	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
WEB	140	Web Development Tools	2	2	0	3
			7	5	0	9

Term V

WEB	186	XML Technology	2	2	0	3
WEB	210	Web Design	2	2	0	3

Other Major Hours
Elective

2	2	0	3
6	6	0	9

Term VI

CTS	118	IS Prof Communications	2	0	0	2
ENG	114	Prof Research & Reporting	3	0	0	3
OR						
		Humanities/Fine Arts Elective	2	2	0	3
			7	2	0	8

Term VII

SEC	110	Security Concepts	3	0	0	3
WEB	120	Intro to Internet Multimedia	2	2	0	3
OR						
		Other Major Hours Elective	2	2	0	3
			7	4	9	9

Term VIII

PSY	118	Interpersonal Psychology	3	0	0	3
OR						
PSY	150	General Psychology*	(3)	(0)	(0)	(3)

WEB 230	Implementing Web Services	2	2	0	3
WEB 250	Database Driven Websites	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		7	4	0	9

WEB 140	Multimedia Web Development Tools	2	2	0	3
		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6

Total Credit Hours: 17 - 18

Total Credit Hours: 67 - 68

Additional Information

Humanities/Fine Arts Elective - Select one: ART 111, ENG 131, ENG 231, ENG 241, ENG 273, HUM 110, MUS 110, PHI 215, or PHI 240. Consult an academic advisor concerning other possible electives.

Other Major Hours Elective - Select two: DBA 120, NOS 120, NOS 130, NOS 220, NOS 230, WEB 111, WEB 180, WEB 182, WEB 183, WEB 240

*This course is recommended for students transferring to a four-year university.

Web Technologies

Certificate

C25290

Day and Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

CIS 110	Introduction to Computers*	2	2	0	3
---------	----------------------------	---	---	---	---

OR

CIS 111	Basic PC Literacy	(1)	(2)	(0)	(2)
WEB 110	Internet/Web Fundamentals	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6

Term II

WEB 210	Web Design	2	2	0	3
NET 110	Networking Concepts	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6

Term III

WEB 120	Intro to Internet				
---------	-------------------	--	--	--	--

Welding Technology

Curriculum Description

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.*

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

The following represents one way in which the program of study can be completed. Students who aren't able to follow this plan should consult their academic advisor to be sure that they take courses in the best order for their success.

Diploma

D50420

Day

POS Approved: Fall 2007

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
DFT	119	Basic CAD	1	2	0	2
MAT	101	Applied Mathematics I	2	2	0	3
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	110	Cutting Processes	1	3	0	2
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	141	Symbols & Specifications	2	2	0	3
			10	21	0	18

Term II

ENG	101	Applied Communications I	3	0	0	3
MEC	111	Machine Processes I	1	4	0	3
WLD	115	SMAW (STICK) Plate	2	9	0	5
WLD	143	Welding Metallurgy	1	2	0	2
WLD	145	Thermoplastic Welding	1	2	0	2
			8	17	0	15

Term III

WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	261	Certification Practices	1	3	0	2
			2	12	0	6

Total Credit Hours: 39

Welding Technology

Diploma

D50420

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours
DFT	119	Basic CAD	1	2	0	2
WLD	110	Cutting Processes	1	3	0	2
WLD	121	GMAW (MIG) FCAW/plate	2	6	0	4
			4	11	0	8

Term I

MAT	101	Applied Mathematics I	2	2	0	3
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	141	Symbols & Specifications	2	2	0	3
			6	10	0	10

Term II

MAT	101	Applied Mathematics I	2	2	0	3
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	141	Symbols & Specifications	2	2	0	3
			6	10	0	10

Term III

WLD	143	Welding Metallurgy	1	2	0	2
WLD	145	Thermoplastic Welding	1	3	0	2
			2	5	0	4

Term IV

ENG 101	Applied Communications I	3	0	0	3
WLD 115	SMAW (Stick) Plate	2	9	0	5
		5	0	0	8

Term V

WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
		1	9	0	4

Term VI

MEC 111	Machine Processes I	1	4	0	3
WLD 261	Certification Practices	1	3	0	2
		2	7	0	5

Total Credit Hours: 39

Welding Technology

Certificate

C50420

Day

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
		7	17	0	13

Term II

WLD 115	SMAW (Stick) Plate	2	9	0	5
		2	9	0	5

Total Credit Hours: 18

Welding Technology

Certificate

C50420

Evening

Course Prefix	Course Number	Course Title	HOURS PER WEEK			
			Class	Lab/Shop	Clinical/Co-op	Credit Hours

Term I

WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (MIG) FCA w/Plate	2	6	0	4
		3	9	0	6

Term II

WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
		4	8	0	7

Term III

WLD 115	SMAW (Stick) Plate	2	9	0	5
		2	9	0	5

Total Credit Hours: 18

COURSE DESCRIPTIONS

SAMPLE COURSE TITLE

ACC 130 Business Income

Taxes

2	2	0	3
2	2	0	3

Key to Sample Course Listing

ACC.....Course Prefix

130.....Course Number

Business Income Taxes.....Course Title

Cl -Class

2.....*Number of Classroom
Hours Per Week*

Lb -Lab/Shop

2.....*Number of Laboratory or
Shop Hours Per Week*

Cl - Clinical/Co-op

0.....*Number of Clinical or
Work Experience (Co-op)
Hours Per Week*

Cr - Credit Hours

3.....*Number of Credit
Hours Per Semester*

2 2 0 3.....*Total Number of Classroom,
Laboratory/Shop,
Clinical/Co-op and
Semester Credit Hours*

Definition of italic and bold and italic.

Italic prerequisites and/or corequisites are state mandated requirements and cannot be waived. Bold and italic prerequisites and corequisites are requirements at the local community college level. All waivers must be in writing and approved by the appropriate academic dean.

Italic at the end of a course description indicates courses that have been approved to satisfy the Comprehensive Articulation Agreement. Bold and italic at the end of a course description indicates local community college level requirements.

Definition of * and ** beside course numbers.

The * beside a course number indicates that the course has been approved for transfer through the Comprehensive Articulation Agreement.

The ** beside a course number indicates that the course is taught at another community college through an instructional service agreement.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
ACADEMIC RELATED						ACA 118 College Study Skills	1	2	0	2	
ACA 085 Improving Study Skills	0	2	0	0	1	<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 2004*02						This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.					
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal setting, and learning resources. Upon completion, students should be able to apply the techniques learned to improve performance in college-level classes. Using web based learning modules: students will be able to increase essential skill sets required for health technology programs.											
ACA 090 Study Skills	3	0	0	0	3	ACA 220 Professional Transition	1	0	0	1	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.						This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges and developing human interaction skills for professional, academic and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.					
ACA 111 College Student Success	1	0	0	0	1	ACCOUNTING					
<i>Prerequisites: None Corequisites: None</i>						ACC 111 Financial Accounting	3	0	0	3	
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course introduces the college's physical, academic and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.						Effective Term: 1997*02					
						This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.					
						ACC 120* Prin of Financial Acct	3	2	0	4	
						<i>Prerequisites: RED 090 Corequisites: None</i>					
						Effective Term: 2003*03					
						This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<p>considerations. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>						<p>ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.</p>					
ACC 121* Prin of Managerial Acct		3	2	0	4	ACC 220 Intermediate Accounting I		3	2	0	4
<p><i>Prerequisites: ACC 120 Corequisites: None</i> Effective Term: 2003*03</p> <p>This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>						<p><i>Prerequisites: ACC 120 Corequisites: None</i> Effective Term: 2006*01</p> <p>This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analysis of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.</p>					
ACC 129 Individual Income Taxes	2	2	0	3		ACC 221 Intermediate Acct II		3	2	0	4
<p><i>Prerequisites: None Corequisites: None</i> Effective Term: 2003*03</p> <p>This course introduces the relevant laws governing individual income taxation. Topics Include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law and complete various individual tax forms.</p>						<p><i>Prerequisites: ACC 220 Corequisites: None</i> Effective Term: 1997*02</p> <p>This course is a continuation of ACC 220. Emphasis is placed on special problems that may include leases, bonds, investments, ratio analysis, present value applications, accounting changes and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.</p>					
ACC 130 Business Income Taxes	2	2	0	3		ACC 225 Cost Accounting		3	0	0	3
<p><i>Prerequisites: None Corequisites: None</i> Effective Term: 2003*03</p> <p>This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law and complete various business tax forms.</p>						<p><i>Prerequisites: ACC 121 Corequisites: None</i> Effective Term: 1997*02</p> <p>This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.</p>					
ACC 150 Acct Software Appl		1	2	0	2						
<p><i>Prerequisites: ACC 115 or ACC 120 and CIS 111</i> <i>Corequisites: None</i> Effective Term: 2003*03</p> <p>This course introduces microcomputer applications related to accounting systems. Topics include general</p>											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
ACC 226 Adv Managerial Accounting		3	0	0	3	systems used in different countries. Topics include currency exchange rates, methods of setting and selecting transfer prices, practices used to account for rates of inflation and major types of taxes. Upon completion, students should be able to describe accounting systems and their impacts on different currencies and demonstrate a basic knowledge of international accounting. <i>This course is a unique concentration requirement in the International Business Concentration in the Business Administration program.</i>					
<i>Prerequisites: ACC 121 and ACC 225</i>											
<i>Corequisites: None</i>											
<i>Effective Term: 2003*03</i>											
This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.											
ACC 250 Advanced Accounting		3	0	0	3	ACC 279 Advanced Auditing		3	0	0	3
<i>Prerequisites: ACC 220 Corequisites: None</i>						<i>Prerequisites: ACC 269 Corequisites: None</i>					
<i>Effective Term: 2003*03</i>						<i>Effective Term: 1997*02</i>					
This course is designed to analyze special accounting issues, which may include business combinations, partnerships, international accounting, estates and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.						This course provides advanced experience in the process of conducting audits and investigations. Emphasis is placed on statistical sampling, analysis, audit program development, professional responsibilities and the reporting function. Upon completion, students should be able to demonstrate proficiency through completion of audit simulations and/or integrated audit cases.					
ACC 269 Audit & Assurance Services		3	0	0	3	AIR CONDITIONING, HEATING, AND REFRIGERATION					
<i>Prerequisites: ACC 220 Corequisites: None</i>						AHR 110 Intro to Refrigeration		2	6	0	5
<i>Effective Term: 2003*03</i>						<i>Prerequisites: None Corequisites: None</i>					
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards and the engagement methodology.						<i>Effective Term: 1997*02</i>					
ACC 270 International Accounting		3	0	0	3	AHR 111 HVACR Electricity		2	2	0	3
<i>Prerequisites: ACC 120 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>Effective Term: 2005*03</i>						<i>Effective Term: 1997*02</i>					
This course includes identifying, recording and interpreting financial information for accounting						This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits and the use of electrical test equipment. Upon completion, students should be able					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
to demonstrate good wiring practices and the ability to read simple wiring diagrams.						schematics and diagrams, test instruments and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.					
AHR 112 Heating Technology	2	4	0	4		AHR 160 Refrigerant Certification	1	0	0	1	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the fundamentals of heating including oil, gas and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power and control systems. Upon completion, students should be able to explain the basic oil, gas and electrical heating systems and describe the major components of a heating system.						This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.					
AHR 113 Comfort Cooling	2	4	0	4		AHR 210 Residential Building Code	1	2	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the installation procedures, system operations and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications and test instruments to determine proper system operation.						This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.					
AHR 114 Heat Pump Technology	2	4	0	4		AHR 211 Residential System Design	2	2	0	3	
<i>Prerequisites: AHR 110 or AHR 113</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection and system design. Upon completion, students should be able to design a basic residential heating and cooling system.					
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.											
AHR 130 HVAC Controls	2	2	0	3		AHR 212 Advanced Comfort Systems	2	6	0	4	
<i>Prerequisites: AHR 111 or ELC 111</i>						<i>Prerequisites: AHR 114 Corequisites: None</i>					
<i>Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course covers water-cooled comfort systems, water-source/geothermal heat pumps and high-efficiency heat pump systems including variable					
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
speed drives and controls. Emphasis is placed on the application, installation and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps and high efficiency heat pumps.						<i>has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>					
ARCHITECTURE											
AHR 250 HVAC System Diagnostics						ARC 111 Intro to Arch Technology					
	0 4 0 2						1 6 0 3				
<i>Prerequisites: None Corequisites: AHR 212</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is a comprehensive study of air conditioning, heating and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.						This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales and sketching. Topics include orthographic, axonometric and oblique drawing techniques using architectural plans, elevations, sections and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. Additionally, this course will include topics related to sketching techniques.					
ANTHROPOLOGY											
ANT 210* General Anthropology	3 0 0 3					ARC 112 Constr Matls & Methods	3 2 0 4				
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>						This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.					
ARC 113 Residential Arch Tech											
							1 6 0 3				
ANT 220* Cultural Anthropology	3 0 0 3					<i>Prerequisites: ARC 111 Corequisites: ARC 112</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards. Additionally, this course will include topics related to residential design and planning principles.					
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. <i>This course</i>						ARC 114 Architectural CAD	1 3 0 2				
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1998*03					
						This course introduces basic architectural CAD					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.						accepted architectural standards. Students will also visit construction sites to view the relationship between the drawn and built environment.					
ARC 114A Architectural CAD Lab	0	3	0	1		ARC 212 Commercial Constr Tech	1	6	0	3	
<i>Prerequisites: None Corequisites: ARC 114</i>						<i>Prerequisites: ARC 111 Corequisites: ARC 112</i>					
Effective Term: 1997*02						Effective Term: 1998*03					
This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.						This course introduces regional construction techniques for commercial plans, elevations, sections and details. Topics include production of a set of commercial contract documents and other related topics. Upon completion, students should be able to prepare a set of working drawings in accordance with building codes. Students will also visit construction sites to view the relationship between the drawn and built environment.					
ARC 131 Building Codes		2	2	0	3	ARC 213 Design Project		2	6	0	4
<i>Prerequisites: ARC 112 or CAR 111</i>						<i>Prerequisites: ARC 111, ARC 112 and ARC 114</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 2005*01						Effective Term: 1998*03					
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects. Additionally, this course will include topics related to land and development and zoning ordinances.						This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.					
ARC 141 Elem Structures						ARC 220 Adv Architect CAD		1	3	0	2
for Arch		4	0	0	4	<i>Prerequisites: ARC 114 Corequisites: None</i>					
<i>Prerequisites: ARC 111 and MAT 121</i>						Effective Term: 1997*02					
<i>Corequisites: None</i>						This course provides file management, productivity and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.					
Effective Term: 1997*02						ARC 221 Architectural 3-D CAD					
This course covers concepts of elementary structures in architecture. Topics include structural form, statics, strength of materials, structural behavior and the relationship between structures and architectural form. Upon completion, students should be able to size simple structural elements.						1 4 0 3					
ARC 211 Light Constr Technology	1	6	0	3		<i>Prerequisites: ARC 114 Corequisites: None</i>					
<i>Prerequisites: ARC 111 Corequisites: ARC 112</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling and output options. Upon completion, students should be able to prepare					
This course covers working drawings for light construction. Topics include plans, elevations, sections and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
architectural three-dimensional drawings and renderings. Additionally, students will make a simple animation and explore other computer presentation processes.						grading plans and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.					
ARC 230 Environmental Systems	3	3	0	0	4	ARC 250 Survey of Architecture	3	0	0	0	3
<i>Prerequisites:</i> ARC 111 and MAT 121						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
<i>Corequisites:</i> None						Effective Term: 1997*02					
Effective Term: 1997*02						This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.					
This course introduces plumbing, mechanical (HVAC) and electrical systems for the architectural environment. Topics include basic plumbing, mechanical and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical and electrical systems and perform related calculations.						ARC 264 Digital Architecture	1	3	0	0	2
ARC 231 Arch Presentations	2	4	0	0	4	<i>Prerequisites:</i> ARC 114 <i>Corequisites:</i> None					
<i>Prerequisites:</i> ARC 111 <i>Corequisites:</i> None						Effective Term: 1997*02					
Effective Term: 1997*02						This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations and produce a desktop publishing document.					
This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings. Additionally, students will incorporate computer technology into the presentation process.						ART					
ARC 235 Architectural Portfolio	2	3	0	0	3	ART 111* Art Appreciation	3	0	0	0	3
<i>Prerequisites:</i> None <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects. Additionally, this course will include topics related to resume and job interview preparation.						This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods and media. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
ARC 240 Site Planning	2	2	0	0	3	ART 131 Drawing I	0	6	0	0	3
<i>Prerequisites:</i> ARC 111 or LAR 111						<i>Prerequisites:</i> RED 090 <i>Corequisites:</i> None					
<i>Corequisites:</i> None						Effective Term: 1997*02					
Effective Term: 1998*01						This course introduces the language of drawing and					
This course introduces the principles of site planning,											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					
ART 135 Figure Drawing I	0	6	0	0	3	AST 111A* Descriptive Astronomy Lab	0	2	0	0	1
<i>Prerequisites: ART 131 Corequisites: None</i>						<i>Prerequisites: RED 090 Corequisites: AST 111</i>					
<i>Effective Term: 1999*01</i>						<i>Effective Term: 1997*02</i>					
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>					
ART 171 Computer Art I						AUTOBODY REPAIR					
0 6 0 3						AUB 111 Painting & Refinishing I					
<i>Prerequisites: RED 090 Corequisites: None</i>						2 6 0 4					
<i>Effective Term: 2000*01</i>						<i>Prerequisites: None Corequisites: None</i>					
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						<i>Effective Term: 1997*02</i>					
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.					
ASTRONOMY						AUB 112 Painting & Refinishing II					
AST 111* Descriptive Astronomy						2 6 0 4					
3 0 0 3						<i>Prerequisites: AUB 111 Corequisites: None</i>					
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Effective Term: 1997*02</i>					
<i>Effective Term: 1997*02</i>						This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems and other related topics. Upon completion, students should be able to perform spot, panel and overall refinishing repairs and identify and correct refinish problems.					
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. <i>This course has been approved to</i>											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
AUB 114 Special Finishes		1	2	0	2	AUB 132 Structural Damage II		2	6	0	4
<i>Prerequisites: AUB 111 Corequisites: None</i>						<i>Prerequisites: AUB 131 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces multistage finishes, custom painting and protective coatings. Topics include base coats, advanced intermediate coats, clear coats and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.						This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.					
AUB 121 Non-Structural Damage I		1	4	0	3	AUB 134 Autobody MIG Welding		1	4	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces safety, tools and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.						This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.					
AUB 122 Non-Structural Damage II		2	6	0	4	AUB 136 Plastics & Adhesives		1	4	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers safety, tools and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.						This course covers safety, plastic and adhesive identification and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair and/or replace automotive plastic components in accordance with industry standards.					
AUB 131 Structural Damage I		2	4	0	4	AUB 150 Automotive Detailing		1	3	0	2
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces safety, equipment, structural damage analysis and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.						This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics and					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUB 160 Body Shop Operations 1 0 0 1

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

AUB 162 Autobody Estimating 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUTOMOTIVE SYSTEMS TECHNOLOGY ADVISORY ALERT!

The following courses are to be taken by students in the Automotive Systems Technology Program of Study. (Immediately following these courses are the AUT courses that pertain to Race Car Performance Students!)

AUT 110 Intro to Auto Technology 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2007*03

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop

equipment. ***This course is restricted to students in the Automotive Systems Technology program of study ONLY!***

AUT 113 Automotive Servicing 1 0 6 0 2

Prerequisites: None Corequisites: None

Effective Term: 2007*03

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

This course is restricted to students in the Automotive Systems Technology program of study ONLY!

AUT 114 Safety and Emissions 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 2007*03

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

This course is restricted to students in the Automotive Systems Technology program of study ONLY!

AUT 114A Safety and Emissions Lab 0 2 0 1

Prerequisites: None Corequisites: AUT 114

Effective Term: 2007*03

This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
Emissions inspection. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>											
AUT 116 Engine Repair	2	0	3	3		AUT 141A Suspension & Steering Lab	0	3	0	1	
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2007*03											
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>											
AUT 116A Engine Repair Lab	0	3	0	1		AUT 151 Brake Systems	2	3	0	3	
<i>Prerequisites: None Corequisites: AUT 116</i>											
Effective Term: 2007*03											
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>											
AUT 141 Suspension & Steering Sys	2	3	0	3		AUT 161 Basic Auto Electricity	4	3	0	5	
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2007*03											
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>											
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>											
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>											
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging,											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
and electrical concerns.						and emission related driveability problems using appropriate test equipment/service information. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>					
AUT 163 Adv Auto Electricity	2	3	0	0	3	AUT 181A Engine Performance 1 Lab	0	3	0	0	1
<i>Prerequisites:</i> AUT 161 <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> AUT 181					
Effective Term: 2007*03						Effective Term: 2007*03					
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>						This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>					
AUT 171 Auto Climate Control	2	4	0	0	4	AUT 183 Engine Performance 2	2	2	6	0	4
<i>Prerequisites:</i> None <i>Corequisites:</i> None						<i>Prerequisites:</i> AUT 181 <i>Corequisites:</i> None					
Effective Term: 2007*03						Effective Term: 2007*03					
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>						This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>					
AUT 181 Engine Performance 1	2	3	0	0	3	AUT 186 Automotive Computer Appl	1	2	0	0	2
<i>Prerequisites:</i> AUT 161 <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
Effective Term: 2007*03						Effective Term: 1997*02					
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel						This course introduces computer operating systems,					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
word processing and electronic automotive service information systems. Emphasis is placed on operation systems, word processing and electronic automotive service information systems. Upon completion, students should be able to use an operating system to access information pertaining to automotive technology and perform word processing.						AUT 231 Man Trans/Axles/ Drtrains		2	4	0	4
AUT 211 Automotive Machining 2 6 0 4						<i>Prerequisites: AUT 110</i> <i>Corequisites: None</i>					
<i>Effective Term: 1997*02</i>						<i>Effective Term: 2007*03</i>					
This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.						This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>					
AUT 213 Automotive Servicing 2 1 3 0 2						AUT 232 Manual Dr Trains/Axles Lab		0	3	0	1
<i>Prerequisites: None</i> <i>Corequisites: None</i>						<i>Prerequisites: None</i> <i>Corequisites: AUT 231</i>					
<i>Effective Term: 2007*03</i>						<i>Effective Term: 1997*02</i>					
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>						This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/ transaxles, clutches, driveshafts, axles and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.					
AUT 221 Auto Transm/Transaxles 2 3 0 3						AUT 281 Adv Engine Performance 2 2 0 3					
<i>Prerequisites: None</i> <i>Corequisites: None</i>						<i>Prerequisites: AUT 181 and AUT 183</i>					
<i>Effective Term: 2007*03</i>						<i>Corequisites: None</i>					
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose, and repair automatic drive trains. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>						<i>Effective Term: 1997*02</i>					
						This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.					
						AUT 283 Adv Auto Electronics 2 2 0 3					
						<i>Prerequisites: AUT 161</i> <i>Corequisites: None</i>					
						<i>Effective Term: 2007*03</i>					
						This course covers advanced electronic systems on automobiles. Topics include microcontrollers, on-board communications, telematics, hybrid systems,					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
navigation, collision avoidance, and electronic accessories. Upon completion, students should be able to diagnose electronic systems using appropriate service information, procedures, and equipment and remove/replace/reprogram controllers, sensors, and actuators. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>						procedures, and service information. <i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>					
AUT 285 Intro to Alternative Fuels	2	2	0	3		AUT 116 Engine Repair	1	3	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2007*03						Effective Term: 1997*02					
This course is an overview of alternative fuels and alternative fueled vehicles. Topics include composition and use of alternative fuels, including compressed natural gas, propane, biodiesel, ethanol, electric, hydrogen, synthetic fuels, and vehicles that use alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system works, and make minor repairs. <i>This course is restricted to students in the Automotive Systems Technology program of study ONLY!</i>						This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications. <i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>					
AUTOMOTIVE SYSTEMS TECHNOLOGY/RACE CAR PERFORMANCE						AUT 141 Suspension & Steering Sys	2	4	0	4	
ADVISORY ALERT!						<i>Prerequisites: None Corequisites: None</i>					
The following courses are to be taken by students in the Race Car Performance Program of Study. (These courses are not to be taken by students enrolled in Automotive Systems Technology. Please see previous AUT section for Automotive Systems Technology course selections.)						Effective Term: 1997*02					
AUT 115 Engine Fundamentals	2	3	0	3		This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels. <i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>					
<i>Prerequisites: None Corequisites: None</i>						AUT 151 Brake Systems	2	2	0	3	
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment,						Effective Term: 1997*02					
						This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. <i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
AUT 161 Electrical Systems	2	6	0	0	4	AUT 181 Engine Performance-Electrical	2	3	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: AUT 161 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.						This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information. <i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>					
<i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>											
AUT 164 Automotive Electronics	2	2	0	0	3	AUT 183 Engine Performance-Fuels	2	3	0	0	3
<i>Prerequisites: AUT 161 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information. <i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>						This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment. <i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>					
AUT 171 Heating & Air Conditioning	2	3	0	0	3	AUT 251 Introduction to Racing	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*03					
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. <i>This course is restricted to students in the Race Car Performance program of study ONLY!</i>						This course provides information about working safely in a racing environment, different types of racing, and types of car designs. Topics include shop and track safety and an introduction to the racing environment and various car designs. Upon completion, students should be able to work safely at both the shop and track and understand the various types and costs of racing. <i>This course</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
is restricted to students in the Race Car Performance program of study ONLY!						or their own design. Topics include cutting and fitting various types of tubing, and using machines and saws necessary to fabricate the race car components. Upon completion, students should be able to build a racing chassis with the correct geometric angles. <i>This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program. This course is restricted to students in the Race Car Performance program of study ONLY!</i>					
AUT 252 Racing Engine Preparation		3	9	0	6	AUT 255 Sheet Metal Fabrication	1	3	0	2	
<i>Prerequisites:</i> AUT 115 and AUT 116						<i>Prerequisites:</i> None					
<i>Corequisites:</i> None						<i>Corequisites:</i> AUT 254					
Effective Term: 1997*03						Effective Term: 2002*03					
This course includes selection and fit of proper engine components to maximize power and reliability in today's racing engines. Topics include component selection, blueprinting, machining of components, cylinder head and block preparation, balancing, matching of heads, intake manifold, and camshaft for maximum power. Upon completion, students should be able to assemble a complete racing engine. <i>This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program. This course is restricted to students in the Race Car Performance program of study ONLY!</i>						This course is designed to build student's skills with the various tools and equipment necessary to make interior and exterior sheet metal panels. Emphasis is placed on cutting, bending, and shaping sheet metal into the various parts necessary to build a race car. Upon completion, students should be able to form and fit to the chassis the metal panels made by them or another manufacturer. <i>This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program. This course is restricted to students in the Race Car Performance program of study ONLY!</i>					
AUT 253 Race Engine Accessories		2	4	0	4	AUT 256 Setting Up the Race Car	3	6	0	5	
<i>Prerequisites:</i> AUT 181 and AUT 183						<i>Prerequisites:</i> AUT 141					
<i>Corequisites:</i> AUT 252						<i>Corequisites:</i> AUT 254					
Effective Term: 1997*03						Effective Term: 2002*03					
This course provides information on selection and use of components in the ignition, fuel, oiling, and cooling systems. Emphasis will be placed on selecting and installing different types of systems to maximize efficiency for engine power and life. Upon completion, students should be able to install the ignition, fuel, oiling, and cooling systems with modifications necessary for particular applications. <i>This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program. This course is restricted to students in the Race Car Performance program of study ONLY!</i>						This course covers selection of proper chassis, springs, and shocks; and communicating with the driver in order to make necessary adjustments at the track. Topics include selection of springs and shocks; making changes, and keeping proper records of control arm angles, frame height, and chassis travel. Upon completion, students should be able to check tire temperature and shock travel, and explain how changes in the chassis set-up will increase performance. <i>This course is a unique concentration requirement in the Race Car Performance concentration in the Automotive Systems Technology program. This course is restricted to students in the Race Car Performance program of study ONLY!</i>					
AUT 254 Chassis Fabrication		2	9	0	5						
<i>Prerequisites:</i> WLD 110 and AUB 134											
<i>Corequisites:</i> None											
Effective Term: 2002*03											
This course is designed to enable students to build a racing chassis following either a prepared blueprint											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

BANKING AND FINANCE

BAF 143 Financial Planning 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives.

BIOLOGY

BIO 094 Concepts of Human

Biology 3 2 0 4

Prerequisites: None

Corequisites: RED 090 or acceptable test scores

Effective Term: 1997*02

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 110* Principles of Biology 3 3 0 4

Prerequisites: RED 090 Corequisites: None

Effective Term: 1997*02

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 111* General Biology I 3 3 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution,

classification and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112* General Biology II 3 3 0 4

Prerequisites: BIO 111 Corequisites: None

Effective Term: 1997*02

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120* Introductory Botany 3 3 0 4

Prerequisites: BIO 110 or BIO 111 and BIO 112 Corequisites: None

Effective Term: 1997*02

This course provides an introduction to the classification, relationships, structure and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130* Introductory Zoology 3 3 0 4

Prerequisites: BIO 110 or BIO 111 and BIO 112 Corequisites: None

Effective Term: 1997*02

This course provides an introduction to the classification, relationships, structure and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems and a survey of selected phyla. Upon completion, students should be able to

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
demonstrate comprehension of animal form and function including comparative systems of selected groups. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>						only when taken together with BIO 166 at the same college. For students that have not had high school chemistry and anatomy and physiology, it is strongly recommended that they take BIO 094 and CHM 090 prior to enrolling in this course.					
BIO 163* Basic Anat & Physiology	4	2	0	0	5	BIO 166* Anatomy and Physiology II		3	3	0	4
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: BIO 165 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Enrollment in this course more than twice by written permission of the department chair only. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. For students that have not had high school chemistry and anatomy and physiology, it is strongly recommended that they take BIO 094 and CHM 090 prior to enrolling in this course.</i>											
BIO 165* Anatomy and Physiology I		3	3	0	4	BIO 175* General Microbiology	2	2	0	0	3
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2004*03					
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. The focus of this course is on the anatomy and fundamental physiology of all body systems and the cell; students may receive transfer credit for this course</i>											
						This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
BIO 250* Genetics	3	3	0	4		BIO 285* Research & Measurement	2	4	0	4	
<i>Prerequisites: BIO 112 Corequisites: None</i>						<i>Prerequisites: BIO 112 and CHM 132</i>					
Effective Term: 1997*02						<i>Corequisites: None</i>					
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.</i>					Effective Term: 1997*02						
						This course provides an intensive laboratory experience with an investigative approach. Emphasis is placed on the use of various laboratory equipment and field techniques to enhance research and measurement competencies in ecology, natural resources and other related topics. Upon completion, students should be able to demonstrate competencies with laboratory equipment and prepare a presentation of a selected research topic. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.</i>					
BIO 271* Pathophysiology	3	0	0	3		BLUEPRINT READING					
<i>Prerequisites: BIO 163, BIO 166, or BIO 169</i>						BPR 111 Blueprint Reading	1	2	0	2	
<i>Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.						
BIO 275* Microbiology	3	3	0	4		BPR 115 Elc/Fluid Power Diagrams	1	2	0	2	
<i>Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165 or BIO 168 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods and identification of microorganisms. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.</i>					This course covers sketching of detail and assembly drawings and drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Emphasis is placed on interpretation and communications skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate an understanding of, and draw sketches and schematics commonly used in industry.						
						BPR 121 Blueprint Reading: Mech	1	2	0	2	
						<i>Prerequisites: BPR 111 or MAC 131</i>					
						<i>Corequisites: None</i>					
						Effective Term: 1997*02					
						This course covers the interpretation of intermediate					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
blueprints. Topics include tolerancing, auxiliary views, sectional views and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.						and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions and equipment according to prescribed protocols.					
BPR 130 Blueprint Reading/Const	1	2	0	0	2	BTC 270 Recombinant DNA Tech	3	3	0	0	4
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: BTC 250 and BTC 181</i>					
Effective Term: 1997*02						<i>Corequisites: None</i>					
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.						Effective Term: 2003*02					
						This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.					
BPR 135 Schematics & Diagrams	2	0	0	0	2	BTC 281 Bioprocess Techniques	2	6	0	0	4
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: BTC 181 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.						This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.					
BIOTECHNOLOGY						BTC 282 Biotech Fermentation I	2	6	0	0	4
BTC 150 Bioethics		3	0	0	3	<i>Prerequisites: BTC 181 Corequisites: None</i>					
<i>Prerequisites: None Corequisites: RED 090</i>						Effective Term: 2005*01					
Effective Term: 2005*03						This course provides an introduction to fermentor classification and configuration for small-scale laboratory processes utilizing prokaryotic organisms to demonstrate techniques used in fermentation procedures. Topics include batch process records, fermentor design, fermentation theory, and medium formulation, as well as techniques used for cell harvesting, cell disruption and fractionation methods. Upon completion, students should be able to set up a fermentor; grow prokaryotic cells, and isolate and collect various fractions derived from fermentation.					
This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues.											
BTC 181 Basic Lab Techniques		3	3	0	4						
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
BTC 283 Biotech Fermentation II	2	6	0	0	4	BIO 285 or BIO 286					
<i>Prerequisites:</i> BTC 282 <i>Corequisites:</i> None						<i>Corequisites:</i> None					
Effective Term: 2005*01						Effective Term: 2005*02					
This course introduces techniques for recovery of fermentation products to include removal of insolubles, product isolation, high resolutions techniques and product polishing using eukaryotic cells. Topics include filter design, separation processes such as flocculation, coagulation, distillation, liquid-liquid extraction, different types of chromatography and emerging technologies for product recovery. Upon completion, students should be able to perform eukaryotic cell cultivation and various separation techniques used in small-scale fermentation with an understanding of scale-up procedures.						This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.					
BTC 285 Cell Culture	2	3	0	0	3	BUSINESS					
<i>Prerequisites:</i> BIO 175 or BIO 275						BUS 110* Introduction to Business		3	0	0	3
<i>Corequisites:</i> None						<i>Prerequisites:</i> RED 090 <i>Corequisites:</i> None					
Effective Term: 2005*03						Effective Term: 1997*02					
This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain and manipulate cells in culture.						This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
BTC 286 Immunological Techniques	3	3	0	0	4	BUS 115* Business Law I		3	0	0	3
<i>Prerequisites:</i> BTC 285 <i>Corequisites:</i> None						<i>Prerequisites:</i> RED 090 <i>Corequisites:</i> None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion students should be able to discuss the immune response, perform immunological assays and make monoclonal antibody-producing hybridomas.						This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
BTC 288 Biotech Lab Experience	0	6	0	0	2	BUS 116 Business Law II		3	0	0	3
<i>Prerequisites:</i> BIO 250 or BTC 270 and BIO 281,						<i>Prerequisites:</i> BUS 115 <i>Corequisites:</i> None					
						Effective Term: 1997*02					
						This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
BUS 125 Personal Finance	3	0	0	0	3	BUS 151 People Skills	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.						This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.					
BUS 137* Principles of Management	3	0	0	0	3	BUS 152 Human Relations	3	0	0	0	3
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.					
BUS 147 Business Insurance	3	0	0	0	3	BUS 153 Human Resource Management	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.						This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.					
BUS 148 Survey of Real Estate	3	0	0	0	3	BUS 225 Business Finance	2	2	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: ACC 120 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces real estate principles and practices. Topics include real estate finance, real estate law, brokerage, land use planning, property management, and valuation. Upon completion, students should be able to explain basic procedures involved in the lease, purchase, and sale of real property.						This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
BUS 230 Small Business Management	3	0	0	0	3	CARPENTRY					
<i>Prerequisites: None Corequisites: None</i>						CAR 110 Introduction to Carpentry	2	0	0	0	2
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives and managerial decision making. Upon completion, students should be able to develop a small business plan.						Effective Term: 1999*03					
						This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods and safety. Upon completion, students should be able to identify hand and power tools, common building materials and basic construction methods.					
BUS 240 Business Ethics	3	0	0	0	3	CAR 111 Carpentry I	3	15	0	0	8
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1999*03					
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.						This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.					
BUS 260 Business Communication	3	0	0	0	3	CAR 112 Carpentry II	3	15	0	0	8
<i>Prerequisites: ENG 111 Corequisites: None</i>						<i>Prerequisites: CAR 111 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1999*03					
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.						This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.					
BUS 270 Professional Development	3	0	0	0	3	CAR 113 Carpentry III	3	9	0	0	6
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: CAR 111 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.						This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
CAR 114 Residential Bldg Codes	3	0	0	0	3	students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.											
CAR 115 Res Planning/Estimating	3	0	0	0	3	CAT 212 CT Sectional Anatomy	3	0	0	0	3
<i>Prerequisites: BPR 130 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2006*02					
This course covers project planning, management and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.						This course is designed to cover aspects of cross-sectional anatomy as related to the CT imaging process. Emphasis is placed on the function and identification of anatomical structures within the head, neck, chest, abdomen, pelvis, and musculoskeletal system visualized on CT images. Upon completion, students should be able to integrate all knowledge of cross-sectional anatomy into the routine CT imaging process.					
COMPUTED TOMOGRAPHY						CAT 214 CT Pathology	3	0	0	0	3
CAT 210 CT Physics & Equipment	3	0	0	0	3	<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 2006*02					
Effective Term: 1998*03						This course is designed to provide a thorough understanding of common diseases diagnosable using CT. Emphasis is placed on the examination and demonstration of each disease or trauma process from its description, etiology, associated symptoms, and diagnosis with appearance on CT. Upon completion, students should be able to identify and define terms associated with pathologies on CT.					
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.						CAT 215 CT Procedures	3	0	0	0	3
CAT 210A CT Physics & Equip Lab	0	2	0	0	1	<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 2006*02					
Effective Term: 2006*02						This course is designed to provide a thorough understanding of CT procedures that include patient care, patient assessment, basic pharmacology, medical ethics and law, and scanning procedures. Emphasis is placed on patient care and assessment as it relates to CT, contrast reaction protocols, proper use, and administration of both oral and intravenous contrast agents as used in CT. Upon completion, students should be able to understand and demonstrate proper CT procedures, patient care and assessment, proper use of CT contrast agents.					
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on system components and operation, and exposes the student to the clinical applications of the equipment that comprise CT. Upon completion,						CAT 221 CT Clinical Practicum	0	0	3	0	1
						<i>Prerequisites: CAT 210 Corequisites: None</i>					
						Effective Term: 2006*02					
						This course provides the opportunity to apply					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

CAT 224 CT Clinical Practicum 0 0 12 4

Prerequisites: None Corequisites: None

Effective Term: 1998*03

This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

CAT 226 CT Clinical Practicum 0 0 18 6

Prerequisites: Enrollment in the CT/MRI program or CT certificate program

Corequisites: None

Effective Term: 1998*03

This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

COMPUTER ENGINEERING

CET 111 Computer

Upgrade/Repair I 2 3 0 3

Prerequisites: ELN 131 Corequisites: None

Effective Term: 2007*03

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related

topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. **This course is limited to students currently admitted to the Computer Engineering Technology or Electronics Engineering Technology programs.**

CET 211 Computer

Upgrade/Repair II 2 3 0 3

Prerequisites: CET 111 Corequisites: None

Effective Term: 2007*03

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CET 212 Integrated Mfg Systems 1 3 0 2

Prerequisites: ELN 237 Corequisites: None

Effective Term: 2007*03

This course covers computer topics related to integrated manufacturing systems common to current manufacturing facilities. Topics include robot programming, automated control systems, PLCs, data communication, and networking in an integrated manufacturing environment, and other related topics. Upon completion, students should be able to program robots using teaching pendants and troubleshoot and maintain network installations related to integrated manufacturing systems.

CET 222 Computer Architecture 2 0 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the organization and design philosophy of computer systems with respect to resource management, throughput and operating system interaction. Topics include instruction sets, registers, data types, memory management, virtual memory, cache, storage management, multi-processing and pipelining. Upon completion, students should be able to evaluate system hardware and

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

resources for installation and configuration purposes.

CHEMISTRY

CHM 090 Chemistry Concepts 4 0 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM 130* Gen, Org & Biochemistry 3 0 0 3

Prerequisites: RED 090 Corequisites: CHM 131A

Effective Term: 1997*02

This course provides a survey of basic facts and principles of general, organic and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 130A* Gen, Org & Biochem Lab 0 2 0 1

Prerequisites: RED 090 Corequisites: CHM 130

Effective Term: 1997*02

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 131* Introduction to Chemistry 3 0 0 3

Prerequisites: RED 090 Corequisites: CHM 131A

Effective Term: 1997*02

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurements, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A* Intro to Chemistry Lab 0 3 0 1

Prerequisites: RED 090 Corequisites: CHM 131

Effective Term: 1997*02

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 132* Organic and Biochemistry 3 3 0 4

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

Effective Term: 2005*01

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

CHM 151* General Chemistry I 3 3 0 4

Prerequisites: High school Algebra I with B or better or MAT 070; and high school Chemistry or CHM 090 *Corequisites: None*

Effective Term: 1997*02

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152* General Chemistry II 3 3 0 4

Prerequisites: CHM 151 *Corequisites: None*

Effective Term: 1997*02

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 251* Organic Chemistry I

3 3 0 4

Prerequisites: CHM 152 *Corequisites: None*

Effective Term: 1997*02

This course provides a systematic study of the theories, principles and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols and ethers; further topics include isomerization, stereochemistry and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM

252. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 252* Organic Chemistry II 3 3 0 4

Prerequisites: CHM 251 *Corequisites: None*

Effective Term: 1997*02

This course provides continuation of the systematic study of the theories, principles and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 263* Analytical Chemistry 3 4 0 5

Prerequisites: CHM 132 *Corequisites: None*

Effective Term: 1997*02

This course covers the knowledge and laboratory skills needed to perform chemical analysis. Emphasis is placed on developing laboratory techniques used in the separation, identification and quantification of selected substances. Upon completion, students should be able to perform laboratory techniques employed in substance identification and volumetric analysis and interpret the results. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

INFORMATION SYSTEMS

CIS 110* Introduction to

Computers

2 2 0 3

Prerequisites: None *Corequisites: None*

Effective Term: 2006*01

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
computers and use the computer to solve problems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).</i>						CRIMINAL JUSTICE					
CIS 111 Basic PC Literacy	1	2	0	0	2	CJC 100 Basic Law Enforcement Trn	9	30	0	19	
<i>Prerequisites: None Corequisites: None</i> Effective Term: 2006*01 This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.						<i>Prerequisites: None Corequisites: None</i> Effective Term: 2006*01 This course covers basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.					
CIS 115* Intro to Prog & Logi	2	3	0	3		CJC 111* Intro to Criminal Justice	3	0	0	3	
<i>Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 Corequisites: None</i> Effective 2006*01 This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).</i>						<i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
CIS 277 Network Design & Imp	2	2	0	3		CJC 112 Criminology	3	0	0	3	
<i>Prerequisites: None Corequisites: None</i> Effective Term: 2006*01 This course focuses on the design, analysis, and integration of a network operating system. Topics include determination of a directory tree structure and object placement, creation of time synchronization strategy, security, and routing services. Upon completion, students should be able to implement a network design strategy, develop a migration strategy, and create a network implementation schedule.						<i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.					
						CJC 113 Juvenile Justice	3	0	0	3	
						<i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<p>programs, special areas and laws unique to juveniles and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/ procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles and case disposition.</p>						<p>CJC 122 Community Policing 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course covers the historical, philosophical and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems and compare community policing to traditional policing.</p>					
<p>CJC 114 Investigative Photography 1 2 0 2 <i>Prerequisites: None Corequisites: None</i> Effective Term: 2006*01 This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.</p>						<p>CJC 131 Criminal Law 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret and apply the appropriate statutes/elements.</p>					
<p>CJC 120 Interviews/ Interrogations 1 2 0 2 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/ interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses and victims.</p>						<p>CJC 132 Court Procedure & Evidence 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course covers judicial structure/process/ procedure from incident to disposition, kinds and degrees of evidence and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures and the admissibility of evidence.</p>					
<p>CJC 121* Law Enforcement Operations 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices and issues related to law enforcement operations. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>						<p>CJC 141* Corrections 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course covers the history, major philosophies, components and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components,</p>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

alternatives to incarceration, treatment programs, inmate control and other related topics. Upon completion, students should be able to explain the various components, processes and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 144 Crime Scene Processing 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 2000*01

This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

CJC 145 Crime Scene CAD 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 2000*01

This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, the students should be able to produce and plot a crime scene drawing.

CJC 146 Trace Evidence 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 2000*01

This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

CJC 160 Terrorism:

Underlying Issues 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2005*01

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 170 Critical Incident Management for Public Safety 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2005*01

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

CJC 211 Counseling 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics & Comm Relations 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems;

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

social change, values and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society and treatment modalities.

CJC 214 Victimology 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles and current victim assistance programs.

CJC 215 Organization & Administration 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles 3 2 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the theories and fundamentals

of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation and courtroom presentation.

CJC 222 Criminalistics 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223 Organized Crime 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997 *02

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced and other critical and/or

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
stressful incidents that require field analysis and/or resolution.						related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender and the community.					
CJC 231 Constitutional Law	3	0	0	0	3	CJC 244 Footwear and Tire Imprints	2	3	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2006*01					
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.						This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph and identify footwear and tire imprints.					
CJC 232 Civil Liability	3	0	0	0	3	CJC 245 Friction Ridge Analysis	2	3	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2000*01					
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.						This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.					
CJC 233 Correctional Law	3	0	0	0	3	CJC 246 Adv Friction Ridge Analysis	2	3	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: CJC 245 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2000*01					
This course introduces statutory/case law pertinent to correctional concepts, facilities and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.						This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.					
CJC 241 Community-Based Corrections	3	0	0	0	3	CJC 251 Forensic Chemistry I	3	2	0	0	4
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation and other						This course provides a study of the fundamental concepts of chemistry as it relates to forensic science.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.

CJC 252 Forensic Chemistry II 3 2 0 4

Prerequisites: CJC 251 Corequisites: None

Effective Term: 1997*02

This course provides a study of specialized areas of chemistry specifically related to forensic science.

Topics include properties of light, emission and absorption spectra, spectrophotometry, gas and liquid chromatography and related topics in organic and biochemistry. Upon completion, students should be able to demonstrate an understanding of specialized concepts in forensic chemistry.

COOPERATIVE EDUCATION

COE 110 World of Work 1 0 0 1

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety and human relations. Upon completion, students should be able to successfully make the transition from school to work.

COE 111 Co-op Work

Experience I 0 0 10 1

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.

Enrollment in the course will be by permission of the program coordinator or department chair and will require a 2.0 cumulative grade point average (GPA).

COE 112 Co-op Work

Experience I 0 0 20 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience.

Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.

Enrollment in the course will be by permission of the program coordinator or department chair and will require a 2.0 cumulative GPA.

COE 113 Co-op Work

Experience I 0 0 30 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience.

Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.

Enrollment in the course will be by permission of the program coordinator or department chair and will require a 2.0 cumulative GPA.

COE 115 Work Exp Seminar I 1 0 0 1

Prerequisites: None

Corequisites: COE 111, COE 112, COE 113 or COE 114

Effective Term: 1997*02

This course utilizes case presentation, film observation and characteristic behaviors of each level of development and to derive guidelines for promoting desirable behaviors and coping with undesirable behaviors in young children. Experiences will provide opportunities to develop observations skills, effective techniques and beginning skill adapting to the needs of individual children.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
COE 121 Co-op Work						COE 135 Work Exp Seminar III	1	0	0	1	
Experience II		0	0	10	1	<i>Prerequisites: None Corequisites: COE 131, COE 132, COE 133 or COE 134</i>					
<i>Prerequisites: None Corequisites: None</i>						<i>Effective Term: 1997*02</i>					
<i>Effective Term: 1997*02</i>						<i>This course involves extensive discussion of practices in directing preschool activities. Emphasis will be placed on planning activities that are age and situation appropriate and students will be encouraged to utilize all their relevant work experiences in contributing to the seminar.</i>					
<i>This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.</i>											
COE 122 Co-op Work						COE 211 Co-op Work					
Experience II		0	0	20	2	Experience IV		0	0	10	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>Effective Term: 1997*02</i>						<i>Effective Term: 1997*02</i>					
<i>This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.</i>					<i>This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.</i>						
COE 125 Work Exp Seminar II	1	0	0	1		COMMUNICATIONS					
<i>Prerequisites: None Corequisites: COE 121, COE 122, COE 123 or COE 124</i>						COM 110* Introduction to					
<i>Effective Term: 1997*02</i>						Communication	3	0	0	3	
<i>This course provides for individual and group exploration of activities and materials useful for developing useful learning experiences for preschool children involving manipulation, experimentation and discovery. Students will be encouraged to develop their skill repertoires through shared discussion of their activity implementation.</i>					<i>Prerequisites: RED 090 Corequisites: None</i>						
COE 131 Co-op Work						<i>Effective Term: 1997*02</i>					
Experience III		0	0	10	1	<i>This course provides an overview of basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
<i>Prerequisites: None Corequisites: None</i>						COM 120 Intro Interpersonal					
<i>Effective Term: 1997*02</i>						Com	3	0	0	3	
<i>This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies.</i>					<i>Prerequisites: RED 090 Corequisites: None</i>						
						<i>Effective Term: 2007 *03</i>					
						<i>This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).</i>						programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.					
COM 231* Public Speaking	3	0	0	0	3	CSC 134* C++ Programming	2	3	0	0	3
<i>Prerequisites: RED 090</i> <i>Corequisites: None</i>						<i>Prerequisites: CIS 115</i> <i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2006*01					
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>						This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
COMPUTER SCIENCE						CSC 135 COBOL Programming	2	3	0	0	3
CSC 125 Intro to Parallel Program	2	2	0	0	3	<i>Prerequisites: None</i> <i>Corequisites: None</i>					
<i>Prerequisites: None</i> <i>Corequisites: None</i>						Effective Term: 2006*01					
Effective Term: 2002*03						This course introduces computer programming using the COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.					
This course introduces students to the techniques and tools used to write parallel programs. Topics include principles of parallel program design including architecture, algorithms, performance modeling, parallel programming standards, Message Passing Interface (MPI), OpenMP, API and modern parallel languages. Upon completion, students should be able to discuss programming issues in a High Performance Computing System.						CSC 136* Fortran Programming	2	3	0	0	3
CSC 133 C Programming	2	3	0	0	3	<i>Prerequisites: None</i> <i>Corequisites: None</i>					
<i>Prerequisites: None</i> <i>Corequisites: None</i>						Effective Term: 2006*01					
Effective Term: 2006*01						This course introduces computer programming using the Fortran programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
This course introduces computer programming using the C programming language with structured											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
CSC 138 RPG Programming	2	3	0	3		design, code, test and debug at a beginning level.					
<i>Prerequisites: None Corequisites: None</i>						CSC 143 Object-Oriented Prog	2	3	0	3	
Effective Term: 2006*01						<i>Prerequisites: None Corequisites: None</i>					
This course introduces computer programming using the RPG programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.						Effective Term: 1997*01					
						This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.					
CSC 139* Visual BASIC Prog	2	3	0	3		CSC 150 Visual RPG Prog	2	3	0	3	
<i>Prerequisites: CIS 115 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						This course introduces computer programming using the Visual RPG programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.					
						CSC 151 JAVA Programming	2	3	0	3	
CSC 141 Visual C++ Prog	2	3	0	3		<i>Prerequisites: CIS 115 Corequisites: None</i>					
<i>Prerequisites: CIS 115 Corequisites: None</i>						Effective Term: 2006*01					
Effective Term: 2006*01						This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
This course introduces computer programming using the Visual C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at a beginning level.						CSC 153 C# Programming	2	3	0	3	
						<i>Prerequisites: None Corequisites: None</i>					
CSC 142 Visual COBOL Prog	2	3	0	3		Effective Term: 2006*01					
<i>Prerequisites: None Corequisites: None</i>						This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger.					
Effective Term: 2006*01											
This course introduces computer programming using the Visual COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC 225 Adv Parallel Program 2 3 0 3

Prerequisites: CSC 125 *Corequisites:* None

Effective Term: 2002*03

The course introduces students to advanced topics in parallel programming and reviews available tools and libraries for parallel programming. Topics include partitioning and scheduling techniques, performance metrics and scalability, cluster environment programming, vector processing, compiler directives, code optimization and algorithms for parallel computers. Upon completion, students should be able to design an application in a HPC environment.

CSC 233 Adv C Programming 2 3 0 3

Prerequisites: CSC 133 *Corequisites:* None

Effective Term: 2006*01

This course is a continuation of CSC 133 using the C programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 234 Adv C++ Programming 2 3 0 3

Prerequisites: CSC 134 *Corequisites:* None

Effective Term: 2006*01

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 235 Adv COBOL

Programming 2 3 0 3

Prerequisites: CSC 135 *Corequisites:* None

Effective Term: 2006*01

This course is a continuation of CSC 135 using the COBOL programming language with structured programming principles. Emphasis is placed on

advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 236 Adv Fortran

Programming 2 3 0 3

Prerequisites: CSC 136 *Corequisites:* None

Effective Term: 2006*01

This course is a continuation of CSC 136 using the Fortran programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 238 Adv RPG Programming 2 3 0 3

Prerequisites: CSC 138 *Corequisites:* None

Effective Term: 2006*01

This course is a continuation of CSC 138 using the RPG programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239* Adv Visual

BASIC Prog 2 3 0 3

Prerequisites: CSC 139 *Corequisites:* None

Effective Term: 2006*01

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
CSC 241 Adv Visual C++ Prog	2	3	0	3		code, test, debug, and implement objects using the appropriate environment.					
<i>Prerequisites: CSC 141 Corequisites: None</i>											
Effective Term: 2006*01											
This course is a continuation of CSC 141 using the Visual C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.											
CSC 242 Adv Visual COBOL Prog	2	3	0	3		CSC 253 Adv C# Programming	2	3	0	3	
<i>Prerequisites: CSC 142 Corequisites: None</i>						<i>Prerequisites: CSC 153 Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course is a continuation of CSC 142 using the Visual COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.						This course is a continuation of CSC 153 using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.					
CSC 250 Adv Visual RPG Prog	2	3	0	3		CSC 258 JAVA Enterprise Programs	2	3	0	3	
<i>Prerequisites: CSC 150 Corequisites: None</i>						<i>Prerequisites: CSC 151 Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course is a continuation of CSC 150 using the Visual RPG programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.						This course provides a continuation to CSC 151 using the Java Enterprise Edition (JEE) programming architecture. Topics include distributed network applications, database connectivity, Enterprise Java Beans, servlets, collection frameworks, JNDI, RMI, JSP, multithreading XML and multimedia development. Upon completion, students should be able to program a client/server enterprise application using the JEE framework.					
CSC 251 Adv JAVA Programming	2	3	0	3		CSC 284 Emerging Comp Prog Tech	2	3	0	3	
<i>Prerequisites: CSC 151 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design,						This course provides students with the latest technologies and strategies in the field of Computer Programming. Emphasis is placed on the evaluation of developing Computer Programming Technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging Computer Programming Technologies and establish informed opinions.					
						CSC 289 Programming Capstone Proj	1	4	0	3	
						<i>Prerequisites: CTS 285 Corequisites: None</i>					
						Effective Term: 2006*01					
						This course provides an opportunity to complete a					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

COMPUTER INFORMATION TECHNOLOGY

CTS 115* Info Sys Business

Concept 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2006*01

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CTS 118 IS Professional Comm 2 0 0 2

Prerequisites: None Corequisites: None

Effective Term: 2006*01

This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.

CTS 120 Hardware/Software

Support 2 3 0 3

Prerequisites: CIS 110 or CIS 111

Corequisites: None

Effective Term: 2006*01

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component

identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 125 Presentation Graphics 2 2 0 3

Prerequisites: CIS 110 or CIS 111

Corequisites: None

Effective Term: 2006*01

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

CTS 130 Spreadsheet 2 2 0 3

Prerequisites: CIS 110 or CIS 111 or OST 137

Corequisites: None

Effective Term: 2006*01

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 155 Tech Support Functions 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2006*01

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
CTS 210 Computer Ethics	3	0	0	0	3	to demonstrate competence in designing complex spreadsheets.					
<i>Prerequisites: CIS 110 or CIS 111 or NET 110 or TNE 111</i>											
<i>Corequisites: None</i>											
Effective Term: 2006*01											
This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.											
CTS 217 Computer Train/Support	2	2	0	0	3	CTS 240 Project Management	2	2	0	0	3
<i>Prerequisites: None</i>						<i>Prerequisites: CIS 110 or CIS 111</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2007*01					
This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.						This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.					
CTS 220 Adv Hard/Software Support	2	3	0	0	3	CTS 250 User Support & Softw Eval	2	2	0	0	3
<i>Prerequisites: CIS 120</i>						<i>Prerequisites: CIS 120 and NOS 130</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.						This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.					
CTS 230 Advanced Spreadsheet	2	2	0	0	3	CTS 255 Adv Tech Supp Functions	2	2	0	0	3
<i>Prerequisites: CIS 130</i>						<i>Prerequisites: CIS 155</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able						This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Topics include technical support management techniques, evaluation, and methods of deployment for technical support technologies. Upon completion, students should be able to determine the best technologies to support and solve more complex technical support problems.					
CTS 235 Systems Analysis & Design	3	3	0	0	3	CTS 285 Systems Analysis & Design	3	3	0	0	3
<i>Prerequisites: CIS 115</i>						<i>Prerequisites: CIS 115</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course introduces established and evolving methodologies for the analysis, design, and						This course introduces established and evolving methodologies for the analysis, design, and					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 286 Network Support 2 2 0 3

Prerequisites: NOS 230 or NOS 231

Corequisites: None

Effective Term : 2006*01

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems.

CTS 287 Emerging Technologies 3 0 0 3

Prerequisites: None *Corequisites:* None

Effective Term: 2006*01

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CTS 289 System Support Project 1 4 0 3

Prerequisites: CTS 285 *Corequisites:* None

Effective Term: 2006*01

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CARDIOVASCULAR SONOGRAPHY

CVS 110 C/V Sonography 1 3 0 2

Prerequisites: None *Corequisites:* None

Effective Term: 2005*02

This course provides an introduction in the study of anatomy and pathology of vascular and cardiovascular sonography. Topics include basic sonographic terminology, basic sonographic physics, scanning skills, basic anatomy of arterial, venous, and cardiac vascular systems. Upon completion, students should be able to recognize normal and various abnormal pathologies as well as acquire basic imaging of the vascular systems.

CVS 160 CVS Clinical Ed I 0 0 15 5

Prerequisites: None *Corequisites:* CVS 163

Effective Term: 1997*02

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.

CVS 161 CVS Clinical Ed II 0 0 24 8

Prerequisites: CVS 160 *Corequisites:* None

Effective Term: 1997*02

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.

CVS 162 CVS Clinical Ed III 0 0 15 5

Prerequisites: CVS 161 *Corequisites:* None

Effective Term: 1997*02

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.

CVS 163 Echo I 3 2 0 4

Prerequisites: None *Corequisites:* None

Effective Term: 1997*02

This course covers cardiac anatomy and introduces

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.						DATABASE MANAGEMENT TECHNOLOGY					
CVS 164 Echo II	3	2	0	4		DBA 110 Database Concepts	2	3	0	3	
<i>Prerequisites: CVS 163 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2006*01					
This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.						This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.					
CVS 260 CVS Clinical Ed IV	0	0	24	8		DBA 112 Database Utilization	2	2	0	3	
<i>Prerequisites: CVS 162 Corequisites: None</i>						<i>Prerequisites: CIS 110 or CIS 111 or OST 137</i>					
Effective Term: 1997*02						<i>Corequisites: None</i>					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.						Effective Term: 2006*01					
CVS 261 CVS Clinical Ed V	0	0	24	8		This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end user mode.					
<i>Prerequisites: CVS 260 Corequisites: None</i>						DBA 115 Database Applications	2	2	0	3	
Effective Term: 1997*02						<i>Prerequisites: DBA 110 Corequisites: None</i>					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.						Effective Term: 2006*01					
CVS 279 Cardiovascular Physics	3	2	0	4		This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.					
<i>Prerequisites: None Corequisites: None</i>						DBA 120 Database Programming I	2	2	0	3	
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course involves the study of ultrasound physics and instrumentation as it applies to cardiovascular imaging. Emphasis is placed on Doppler physics and performing other cardiac studies. Upon completions, students should be able to understand physical principles and instrumentation used in cardiovascular imaging.						Effective Term: 2006*01					
						This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
DBA 210 Database Administration	2	3	0	3		DBA 240 Database Analysis/Design	2	3	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course covers database administration issues and distributed database concepts. Topics include: database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.						This course is an exploration of the established and evolving methodologies for the analysis, design, and development of a database system. Emphasis is placed on business data characteristics and usage, managing database projects, prototyping and modeling, and CASE tools. Upon completion, students should be able to analyze, develop, and validate a database implementation plan.					
DBA 220 Oracle DB Programming II	2	2	0	3		DBA 260 Oracle DBMS Admin	2	2	0	3	
<i>Prerequisites: DBA 120 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop an Oracle DBMS application which includes a GUI front-end and report generation.						This course examines advanced Oracle database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should be able to manage backup recovery and implement networked database solutions.					
DBA 221 SQL Server DB Prog II	2	2	0	3		DBA 261 SQL Server DBMS Admin	2	2	0	3	
<i>Prerequisites: DBA 120 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation.						This course examines advanced SQL Server database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should be able to manage backup recovery and implement networked database solutions.					
DBA 230 Database in Corp Environs	3	0	0	3		DBA 263 MySQL DBMS Admin	2	2	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course covers database systems as they relate to the corporate environment. Topics include knowledge-based, decision-support, and expert systems; database choices; data warehousing; and corporate structure. Upon completion, students should be able to analyze and recommend database systems needed by a corporation.						This course examines advanced MySQL database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
be able to manage backup recovery and implement networked database solutions.						DBA 289 Database Project	1	4	0	3	
						<i>Prerequisites:</i> DBA 240 and DBA 120					
						<i>Corequisites:</i> None					
						Effective Term: 2006*01					
						This course provides an opportunity to complete a significant database systems project with minimal instructor support. Emphasis is placed on written and verbal communication skills, documentation, presentation, and user training. Upon completion, students should be able to present an operational database system which they have created.					
DBA 270 Oracle Performance Tuning	2	2	0	3		DESIGN DRAFTING					
<i>Prerequisites:</i> None <i>Corequisites:</i> None						DDF 211 Design Process I	1	6	0	4	
Effective Term: 2006*01						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
This course covers Oracle performance tuning concepts and techniques. Topics include database tuning and Oracle performance tools. Upon completion, students should be able to configure and diagnose an Oracle database for optimal performance.						Effective Term: 2005*01					
DBA 271 SQL Server Perf Tuning	2	2	0	3		This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.					
<i>Prerequisites:</i> NOS 130 <i>Corequisites:</i> None						DDF 212 Design Process II	1	6	0	4	
Effective Term: 2006*01						<i>Prerequisites:</i> DDF 211 <i>Corequisites:</i> None					
This course covers SQL Server performance tuning concepts and techniques. Topics include database tuning and SQL Server performance tools. Upon completion, students should be able to configure and diagnose an SQL Server database for optimal performance.						Effective Term: 2005*01					
DBA 273 MySQL Performance Tuning	2	2	0	3		This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to produce a design project.					
<i>Prerequisites:</i> NOS 130 <i>Corequisites:</i> None						DIGITAL EFFECTS AND ANIMATION					
Effective Term: 2006*01						DEA 111 Introduction to DEAT	2	2	0	3	
This course covers MySQL performance tuning concepts and techniques. Topics include database tuning and MySQL performance tools. Upon completion, students should be able to configure and diagnose a MySQL database for optimal performance.						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
DBA 285 Data Warehousing & Mining	2	3	0	3		Effective Term: 2001*03					
<i>Prerequisites:</i> NOS 130 <i>Corequisites:</i> None						This course is an overview of the digital effects and animation technology field from the most simple processes to the most complex. Topics covered include digitizing existing images, creating digital images, manipulation of images and various forms of computer animation. Upon completion, students should be able to demonstrate a vocabulary of the digital effects and animation field and knowledge of outstanding examples of work in the field.					
Effective Term: 2006*01											
This course introduces data warehousing and data mining techniques. Emphasis is placed on data warehouse design, data transference, data cleansing, retrieval algorithms, and mining techniques. Upon completion, students should be able to create, populate, and mine a data warehouse.											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
DEA 112 2D Design & Animation I		2	3	0	3	is placed on the knowledge, appropriate use, and application of the animation industry's latest tools for 3D animation. Upon completion, students should have rendered an entire 3D scene using models and animations created in 3D Animation I.					
<i>Prerequisites: DEA 111 Corequisites: None</i>											
Effective Term: 2001*03											
This course covers the process of creating still graphics and 2D animations for use in video, film or web applications. Topics include multilayering, color correction, alpha channel creation, masking, and keyframing. Upon completion, students should be able to demonstrate basic knowledge of 2D animation and add simple special effects and flying text to video, film or web applications.											
DEA 212 2D Design & Animation II		2	3	0	3	DEA 220 DEAT Compositing	2	3	0	3	
<i>Prerequisites: DEA 112 Corequisites: None</i>						<i>Prerequisites: DEA 112 Corequisites: DEA 212 and DEA 213</i>					
Effective Term: 2001*03						Effective Term: 2001*03					
This course covers relatively complex applications of 2D design and animation for use in video, film or web applications. Topics will include designing animation that is true to the physics of movement, realism in the movements of animals and people, and combining elements of animation. Upon completion, students should be able to produce short professional level project in 2D animation.						This course covers the process of combining digital elements to create or enhance scenes. Topics include keying techniques, rotoscoping, motion tracking and the use of alpha channels. Upon completion, students should have an understanding and experience in combining elements from both 2D and 3D applications into one scene.					
DEA 213 3D Design & Animation I		2	3	0	3	DEA 221 DEAT Modeling	2	3	0	3	
<i>Prerequisites: DEA 111 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2001*03						Effective Term: 2007*01					
This course provides in-depth demonstration and practice in modeling and texturing in a 3D environment of use in film, video and web applications. Emphasis is placed on understanding the process and various steps involved in the creation of 3D models and text elements for use in 3D animations. Upon completion, students should be able to create, import and manipulate objects in order to demonstrate an understanding of the basics in 3D animation.						This course covers the principle and skills involved in the synthetic creation of objects and environments with computers. Topics will include initial form creation, constructing wire models, model interaction and environmental modes. Upon completion, students should be able to create synthetic objects and environments using surface, solids and other popular modeling techniques.					
DEA 214 3D Design & Animation II		2	3	0	3	DEA 230 Implementation Project I	2	6	0	4	
<i>Prerequisites: DEA 213 Corequisites: None</i>						<i>Prerequisites: DEA 112 Corequisites: DEA 212 and DEA 220</i>					
Effective Term: 2001*03						Effective Term: 2001*03					
This course covers animation techniques, morphing and special effects used to complete 3D animation for use in film, video and web application. Emphasis						This course provides an opportunity to complete a significant implementation project involving skills and knowledge gained to this point in the DEAT curriculum. Topics include hardware and software systems, digital creation and manipulation of images, editing, multimedia production, animation and the creation of a demo reel. Upon completion, students, should be able to create scenes with computer generated image as in order to demonstrate mastery of material covered in previous and concurrent course work.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
DEA 231 Implementation Project II	2	6	0	4		DEN 102 Dental Materials	3	4	0	5	
<i>Prerequisites: DEA 230 Corequisites: DEA 214 and DEA 221</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2001*03						Effective Term: 2005*01					
This course provides and opportunity to complete a significant culmination project involving skills and knowledge gained to this point in the DEAT curriculum. Topics include hardware and software systems, digital creation and manipulation of images, editing, multimedia production, 2D animation, 3D animation, online postproduction, and postproduction audio. Upon completion, students should be able to use this project in creating a demonstration reel should be able to use this project in creating a demonstration reel on tape and a compact disk of works completed during the program.						This course provides instruction in identification, properties, evaluation of quality, principles and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. <i>This is a diploma-level course.</i>					
DEA 240 DEAT Portfolio Review	2	4	0	4		DEN 103 Dental Sciences	2	0	0	2	
<i>Prerequisites: DEA 230 Corequisites: DEA 221 and DEA 231</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2001*03						Effective Term: 1997*02					
This course provides the opportunity to review and refine selected examples of work for the creation of a digital effects and animation portfolio. Topics include video levels, importing and exporting media, creating and manipulating images, editing techniques, and outputting. Upon completion, students should have a videotape and compact disk of their animations, digital effects, and edited projects to show to potential employers.						This course is a study of oral pathology, pharmacology and dental office emergencies. Topics include oral pathological conditions, dental therapeutics and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs and respond to medical emergencies. <i>This is a diploma-level course.</i>					
DENTAL						DEN 104 Dental Health Education	2	2	0	3	
DEN 101 Preclinical Procedures	4	6	0	7		<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 2005*01					
Effective Term: 2005*01						This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. <i>This is a diploma-level course.</i>					
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical and dental assisting procedures. <i>This is a diploma-level course.</i>						DEN 105 Practice Management	2	0	0	2	
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1997*02					
						This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. <i>This is a diploma-level course.</i>						infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards and applicable North Carolina laws.					
DEN 106 Clinical Practice I	1	0	12	5		DEN 112 Dental Radiography	2	3	0	3	
<i>Prerequisites: DEN 101 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2005*01						Effective Term: 2005*01					
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental assisting. <i>This is a diploma-level course.</i>						This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.					
DEN 107 Clinical Practice II	1	0	12	5		DEN 120 Dental Hyg					
<i>Prerequisites: DEN 106 Corequisites: None</i>						Preclinic Lec	2	0	0	2	
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: DEN 121</i>					
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures for four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. <i>This is a diploma-level course.</i>					Effective Term: 1998*03						
DEN 110 Orofacial Anatomy	2	2	0	3		This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.					
<i>Prerequisites: None Corequisites: None</i>						DEN 121 Dental Hygiene					
Effective Term: 1997*02						Precl Lab	0	6	0	2	
This course introduces the structures of the head, neck and oral cavity. Topics include tooth morphology, head and neck anatomy, histology and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.					<i>Prerequisites: None Corequisites: DEN 120</i>						
DEN 111 Infection/Hazard Control	2	0	0	2		Effective Term: 1998*03					
<i>Prerequisites: ENG 090 Corequisites: None</i>						This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.					
Effective Term: 1997*02											
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
DEN 123 Nutrition/Dental Health	2	0	0	0	2	clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.						DEN 131 Dental Hygiene Clinic I	0	0	9	3	
						<i>Prerequisites: DEN 121 Corequisites: DEN 130</i>					
						Effective Term: 1997*02					
						This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN 124 Periodontology	2	0	0	0	2						
<i>Prerequisites: DEN 110 Corequisites: None</i>						DEN 140 Dental Hygiene Theory II					
Effective Term: 1997*02							1	0	0	1	
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.						<i>Prerequisites: DEN 130 Corequisites: DEN 141</i>					
						Effective Term: 1997*02					
						This course provides a continuation of the development, theory and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles and radiographic abnormalities.					
DEN 125 Dental Office Emergencies	0	2	0	0	1	DEN 141 Dental Hygiene Clinic II	0	0	6	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: DEN 131 Corequisites: DEN 140</i>					
Effective Term: 2000*02						Effective Term: 1997*02					
This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.						This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN 130 Dental Hygiene Theory I	2	0	0	0	2	DEN 220 Dental Hygiene Theory III					
<i>Prerequisites: DEN 120 Corequisites: DEN 131</i>							2	0	0	2	
Effective Term: 1997*02						<i>Prerequisites: DEN 140 Corequisites: DEN 221</i>					
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and						Effective Term: 1997*02					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
DEN 221 Dental Hygiene											
Clinical III		0	0	12	4						
<i>Prerequisites:</i> DEN 141 <i>Corequisites:</i> DEN 220						Topics include restorative and preventive materials, fabrication of casts and appliances and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.					
Effective Term: 1997*02											
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.											
DEN 222 General & Oral						DEN 230 Dental Hygiene					
Pathology		2	0	0	2	Theory IV		1	0	0	1
<i>Prerequisites:</i> BIO 163 or BIO 165 or BIO 168						<i>Prerequisites:</i> DEN 220 <i>Corequisites:</i> DEN 231					
<i>Corequisites:</i> None						Effective Term: 1997*02					
Effective Term: 1997*02						This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.					
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.											
DEN 223 Dental Pharmacology		2	0	0	2	DEN 231 Dental Hygiene					
<i>Prerequisites:</i> MAT 070 <i>Corequisites:</i> BIO 163 or BIO 165 or BIO 168						Clinic IV		0	0	12	4
Effective Term: 1998*03						<i>Prerequisites:</i> DEN 221 <i>Corequisites:</i> 230					
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.						Effective Term: 1997*02					
						This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN 224 Materials and						DEN 232 Community Dental					
Procedures		1	3	0	2	Health		2	0	3	3
<i>Prerequisites:</i> DEN 111 <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
Effective Term: 1997*02						Effective Term: 1998*03					
This course introduces the physical properties of materials and related procedures used in dentistry.						This course provides a study of the principles and methods used in assessing, planning, implementing and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement and evaluate a community dental health program.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
DEN 233 Professional Development	2	0	0	0	2	DES 220 Prin of Interior Design	1	6	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: DES 135 and ARC 111 or DES 110 or DFT 115 Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 2007*01					
This course includes professional development, ethics and jurisprudence with applications to practice management. Topics include conflict management, state laws, résumés, interviews and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.						This course covers the basic principles of design as they relate specifically to interior design, furniture arrangement, wall composition, color, furnishings, collages, and illustration. Emphasis is placed on spatial relationships, craftsmanship, and visual presentation techniques. Upon completion, students should be able to arrange furnishings in rooms for various purposes, select furnishings and colors, and illustrate ideas graphically.					
DESIGN: CREATIVE						DES 225 Textiles/Fabrics	2	2	0	0	3
DES 125 Graphic Presentation I	0	6	0	0	2	<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course includes the study of woven and non-woven fabrics for interiors. Topics include characteristics of fibers, yarns, weaving, felting, and knitting; processing of leather; and adorning and finishing of interior fabrics. Upon completion, students should be able to recognize and use correct terminology for upholstery, window treatments, and rugs/carpets with regard to flammability, performance, and durability.					
This course introduces graphic presentation techniques for communicating ideas. Topics include drawing, perspective drawing, and wet and dry media. Upon completion, students should be able to produce a pictorial presentation.											
DES 135 Prin & Elem of Design I	2	4	0	0	4	DES 230 Residential Design I	1	6	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through hands-on application.						This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to complete scaled floorplans, elevations, specifications, color schemes and fabrics, and finishes and furniture selection.					
DES 210 Bus Prac/Interior Design	2	0	0	0	2	DES 235 Products	2	2	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to describe the basic business formations and professional associations and compose effective letters and contracts.						This course provides an overview of interior finishing materials and the selection of quality upholstery and case goods. Topics include hard and resilient floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon completion,					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

students should be able to recognize and use correct terminology, select appropriate materials for interior surfaces, and choose furniture based on sound construction.

DES 240 Comm/Contract

Design I

1 6 0 3

Prerequisites: DES 220 *Corequisites:* None

Effective Term: 2007*01

This course introduces commercial/contract design including retail, office, institutional, restaurant, and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze and design introductory non-residential projects using graphic presentation concepts.

DES 255 History/Int & Furn I

3 0 0 3

Prerequisites: None *Corequisites:* None

Effective Term: 1997*02

This course covers interiors, exteriors, and furnishings from ancient Egypt through French Neo-Classicism. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to classify and date interior and exterior architecture and furnishings and be conversant with pertinent vocabulary.

DES 260 Materials Calc/Int

Design

3 0 0 3

Prerequisites: None *Corequisites:* None

Effective Term: 1997*02

This course includes the study of calculations for square footage, square yardage, and cut-length yardage. Emphasis is placed on the development of workable formulas, worksheets, and order forms that can be used in an interior design business. Upon completion, students should be able to produce electronic worksheets and order forms for calculating window treatments, wall coverings, and floor coverings for a given space.

DES 265 Lighting/Interior Design

2 0 0 2

Prerequisites: None *Corequisites:* None

Effective Term: 1997*02

This course introduces theory and contemporary

concepts in lighting. Topics include light levels, light quality, lamps and fixtures, and their use in interior design. Upon completion, students should be able to determine light levels and requirements based on national standards and select luminaries for specific light qualities.

DES 276 Showroom & Gallery

Design

1 6 0 3

Prerequisites: DES 230 and DES 240

Corequisites: None

Effective Term: 2000*03

This course focuses on skills and techniques directly related to showroom and gallery design for home furnishings and accessories. Topics include furniture arrangement, accessory use and display, vignette design, lighting, and hue scheme coordination. Upon completion, students should be able to design and coordinate the installation of furniture/accessory showrooms and galleries.

DES 285 Capstone/Interior

Design

2 6 0 4

Prerequisites: DES 210, DES 230, and DES 240

Corequisites: None

Effective Term: 1997*02

This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and non-residential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project.

DRAFTING

DFT 119 Basic CAD

1 2 0 2

Prerequisites: None *Corequisites:* None

Effective Term: 1997*02

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
DFT 121 Intro to GD & T	1	2	0	2		generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.						ELECTRONIC COMMERCE					
DFT 151 CAD I	2	3	0	3		ECM 168 Electronic Business	2	2	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2000*03					
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management and plotting. Upon completion, students should be able to produce and plot a CAD drawing.						This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business and application of basic business principles to the world of Electronic-Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation.					
DFT 152 CAD II	2	3	0	3		This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2005*01						ECM 210 Intro to Electronic Commerce	2	2	0	3	
This course introduces extended CAD applications. Emphasis is placed upon immediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.						<i>Prerequisites: None Corequisites: None</i>					
DFT 154 Intro Solid Modeling	2	3	0	3		Effective Term: 2003*03					
<i>Prerequisites: None Corequisites: None</i>						This course introduces the concepts and tools to implement Electronic Commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet web site.					
Effective Term: 2005*01											
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.						ECM 220 Electronic Commerce Plan. & Implem.	2	2	0	3	
DFT 254 Interme Solid Model/Render	2	3	0	3		<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: DFT 154 Corequisites: None</i>						Effective Term: 2000*03					
Effective Term: 2003*01						This course builds on currently accepted business practices to develop a business plan and implementation model for Electronic Commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, web site design, customer support and feedback and assessment. Upon completion, students					
This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

should be able to develop a plan for Electronic Commerce in a small to medium size business. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.

ECM 230 Capstone Project 1 6 0 3

Prerequisites: ECM 220 *Corequisites:* None

Effective Term: 2000*03

This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an Electronic Commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for Electronic Commerce in a small to medium size business. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.

ECONOMICS

ECO 251* Prin of

Microeconomics 3 0 0 3

Prerequisites: **RED 090** *Corequisites:* None

Effective Term: 1997*02

This course introduces economic analysis of individual, business and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252* Prin of

Macroeconomics 3 0 0 3

Prerequisites: **RED 090** *Corequisites:* None

Effective Term: 1997*02

This course introduces economic analysis of aggregate employment, income and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations and growth; money and banking; stabilization techniques; and international trade.

Upon completion, students should be able to evaluate national economic components, conditions and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EARLY CHILDHOOD EDUCATION

EDU 111 Early Childhood Cred I 2 0 0 2

Prerequisites: None *Corequisites:* None

Effective Term: 1997*02

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development and diverse families.

EDU 112 Early Childhood Cred II 2 0 0 2

Prerequisites: None *Corequisites:* None

Effective Term: 1997*02

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113 Family/Early Child Cred 2 0 0 2

Prerequisites: None *Corequisites:* None

Effective Term: 1997*02

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures and practices for a family child care home.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
EDU 118 Teach Assoc Princ & Prac		3	0	0	3	center/school colleagues and community agencies that enhance the educational experiences/well-being of all children.					
<i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02											
This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication and discuss educational philosophy. <i>This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.</i>											
EDU 119 Intro into Early Child Educ		4	0	0	4	EDU 144 Child Development I		3	0	0	3
<i>Prerequisites: None Corequisites: None</i> Effective Term: 2004*03											
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities.											
EDU 131 Child, Family & Commun		3	0	0	3	<i>Prerequisites: ENG 090 and RED 090</i> <i>Corequisites: None</i> Effective Term: 2004*03					
<i>Prerequisites: None Corequisites: None</i> Effective Term: 2004*03											
This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting and maintaining respectful collaborative relationships among today's diverse families, centers/schools and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers,											
This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.											
EDU 145 Child Development II											
<i>Prerequisites: ENG 090 and RED 090</i> <i>Corequisites: None</i> Effective Term: 2004*03											
This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.											
EDU 146 Child Guidance											
<i>Prerequisites: None Corequisites: None</i> Effective Term: 2004*03											
This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation and self-esteem in children.

EDU 147 Behavior Disorders 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course is a comprehensive study of behavior disorders encompassing characteristics, assessments and placement alternatives. Topics include legislation, appropriate management interventions and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop and utilize appropriate behavior management applications. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

EDU 148 Learning Disabilities 4 2 0 5

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course is a comprehensive study of the characteristics, teaching strategies, assessment tools and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing and providing educational interventions for children with learning disabilities. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

EDU 151 Creative Activities 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2004*03

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music,

movement and physical skills, and dramatics.

Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153 Health, Safety & Nutrit 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2004*03

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety and nutritional needs, implement safe learning environments and adhere to state regulations.

EDU 185 Cognitive & Lang Act 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities.

**EDU 186 Reading & Writing
Methods 3 0 0 3**

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
EDU 216* Foundations of Education		3	2	0	4	EDU 235 School-Age Dev & Program		2	0	0	2
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2004*03						Effective Term: 1997*02					
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, PRAXIS I preparation and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.					
EDU 221 Children with Exceptional		3	0	0	3	EDU 247 Physical Disability		3	0	0	3
<i>Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245</i>						<i>Prerequisites: EDU 144 or PSY 244</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 2004*03						Effective Term: 1997*02					
This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and collaborate with families and professionals to plan, implement and evaluate inclusion strategies.						This course covers characteristics, intervention strategies, adaptive procedures and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. <i>This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.</i>					
EDU 234 Infants, Toddlers & Twos		3	0	0	3	EDU 248 Mental Retardation		2	2	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: EDU 221 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the skills needed to effectively implement group care for infants, toddlers and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.						This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess and plan educational intervention strategies for children with mental retardation. <i>This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
EDU 250 PRAXIS I Preparation	1	0	0	0	1	develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2004*01											
This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.											
EDU 252 Math & Sci Activities	3	0	0	0	3	EDU 262 Early Childhood Admin II		3	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: EDU 261 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.						This course provides a foundation for budgetary, financial and personnel management of the child-care center. Topics include budgeting, financial management, marketing, hiring, supervision and professional development of a child-care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.					
EDU 259 Curriculum Planning	3	0	0	0	3	EDU 263 Dev School-Age Prog	2	0	0	0	2
<i>Prerequisites: EDU 112 or EDU 113 or EDU 119</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.					
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly and long-range instruction; and design environments with appropriate equipment and supplies.											
EDU 261 Early Childhood Admin I		3	0	0	3	EDU 271 Educational Technology	2	2	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2004*03					
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to						This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
EDU 275 Effective Teach Train	2	0	0	0	2	ENGLISH AS A FOREIGN LANGUAGE					
<i>Prerequisites: None Corequisites: None</i>						EFL 091 Composition I	5	0	0	0	5
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.						Effective Term: 1997*02					
						This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization and transitions. This course is intended for non-native speakers of English.					
EDU 280 Lang & Literacy Exp	3	0	0	0	3	ENGINEERING					
<i>Prerequisites: None Corequisites: None</i>						EGR 131 Intro to					
Effective Term: 2004*03						Electronics Tech	1	2	0	0	2
This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences.						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1997*02					
EDU 282 Early Childhood Lit	3	0	0	0	3	This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques and use a scientific calculator.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02						EGR 285 Design Project	0	4	0	0	2
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use and other techniques.						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 2007*03					
EDU 285 Internship						This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.					
Exp-School Age	1	0	0	0	1						
<i>Prerequisites: ENG 111 Corequisites: COE 121 or COE 122</i>											
Effective Term: 1998*03											
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
ELECTRICITY											
ELC 111 Intro to Electricity	2	2	0	3		and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.											
ELC 112 DC/AC Electricity	3	6	0	5		ELC 115 Industrial Wiring	2	6	0	4	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2007*03						Effective Term: 2002*03					
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.						This course covers layout, planning and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.					
ELC 113 Basic Wiring I	2	6	0	4		ELC 117 Motors and Controls	2	6	0	4	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2007*03					
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring and electrical distribution equipment associated with basic electrical installations.						This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.					
ELC 114 Basic Wiring II	2	6	0	4		ELC 118 National Electrical Code	1	2	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: ELC 113 Corequisites: None</i>					
Effective Term: 2007*03						Effective Term: 1997*02					
This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits;						This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials and other related topics. Upon completion, students should be able to effectively use the NEC.					
						ELC 125 Diagrams and Schematics	1	2	0	2	
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1997*02					
						This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.					
						ELC 126 Electrical Computations	2	2	0	3	
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1997*02					
						This course introduces the fundamental applications					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

ELC 127 Software for Technicians 1 3 0 2

Prerequisites: None Corequisites: None

Effective Term: 2007*03

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.

ELC 128 Intro to PLC 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 DC/AC Circuit

Analysis

4 3 0 5

Prerequisites: None

Corequisites: ELC 131A and MAT 121

Effective Term: 2007*03

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A DC/AC Circuit

Analysis Lab

0 3 0 1

Prerequisites: None Corequisites: ELC 131

Effective Term: 2002*01

This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, students should have gained hands-on experience by measuring voltage, current and opposition to current flow utilizing various meters and test equipment.

ELECTRONICS

ELN 112 Diesel Electronics

System

2 6 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion, students should be able to identify electronic components, explain their use and function, and use meters and flow charts to diagnose and repair systems.

ELN 131 Semiconductor

Applications

3 3 0 4

Prerequisites: ELC 131 Corequisites: None

Effective Term: 2007*03

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications 3 3 0 4

Prerequisites: BMT 113 or ELN 131

Corequisites: None

Effective Term: 2007*03

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.						serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.					
ELN 133 Digital Electronics		3	3	0	4	ELN 237 Local Area Networks		2	3	0	3
<i>Prerequisites: ELC 112 or ELC 131 or ELC 140</i>						<i>Prerequisites: ELC 127</i>					
<i>Corequisites: None</i>						<i>Effective Term: 2007*03</i>					
<i>Effective Term: 1998*03</i>						This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network. <i>This course is limited to students currently admitted to the Computer Engineering Technology or Electronics Engineering Technology programs.</i>					
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion and other related topics. Upon completion, students should be able to construct, analyze, verify and troubleshoot digital circuits using appropriate techniques and test equipment.											
ELN 229 Industrial Electronics		3	3	0	4	ELN 238 Advanced LANs		2	3	0	3
<i>Prerequisites: ELC 131</i>						<i>Prerequisites: ELN 237</i>					
<i>Corequisites: None</i>						<i>Effective Term: 2007*03</i>					
<i>Effective Term: 2007*03</i>						This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.					
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.											
ELN 232 Intro to Microprocessors		3	3	0	4	ELN 260 Prog Logic Controllers		3	3	0	4
<i>Prerequisites: ELN 133</i>						<i>Prerequisites: ELN 229</i>					
<i>Corequisites: None</i>						<i>Effective Term: 2007*03</i>					
<i>Effective Term: 2007*03</i>						This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions. <i>This course is limited to students currently admitted to the Electronics</i>					
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.											
ELN 233 Microprocessor Systems		3	3	0	4						
<i>Prerequisites: ELN 232</i>											
<i>Corequisites: None</i>											
<i>Effective Term: 2007*03</i>											
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA,											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

Engineering Technology program.

EMERGENCY MEDICAL

EMS 110 EMT-Basic 5 6 0 7

Prerequisites: None Corequisites: None

Effective Term: 2002*03

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

**EMS 115 Defense Tactics
for EMS** 1 3 0 2

Prerequisites: None Corequisites: None

Effective Term: 1998*03

This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.

**EMS 120 Intermediate
Interventions** 2 3 0 3

Prerequisites: EMS 110

Corequisites: EMS 121 or EMS 122 and EMS 130 and EMS 131

Effective Term: 2002*03

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs and correctly interpret arterial blood gases.

**EMS 121 EMS Clinical
Practicum I** 0 0 6 2

Prerequisites: EMS 110

Corequisites: EMS 120, EMS 130 and EMS 131

Effective Term: 2002*03

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

EMS 122 EMS Hospital Clinical I 0 0 3 1
Prerequisites: EMS 110 Corequisites: EMS 120, EMS 130, EMS 131, and COE 111

Effective Term: 2002*03

This course is the initial hospital clinical experience and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level skills. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

**EMS 125 EMS Instructor
Methodology** 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1998*03

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

EMS 130 Pharmacology I for EMS 1 3 0 2
Prerequisites: EMS 110 Corequisites: EMS 120 and EMS 131

Effective Term: 2000*03

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
administer medications and demonstrate general knowledge of pharmacology.											
EMS 131 Adv Airway Management	1	2	0	2		EMS 210 Adv Patient Assessment	1	3	0	2	
<i>Prerequisites: EMS 110 Corequisites: EMS 120 and EMS 130</i>						<i>Prerequisites: EMS 120, EMS 121, EMS 122, EMS 130 or EMS 131 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2000*03					
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.						This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.					
EMS 140 Rescue Scene Management	1	3	0	2		EMS 220 Cardiology	2	6	0	4	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: EMS 120, EMS 130 and EMS 131 Corequisites: None</i>					
Effective Term: 2002*03						Effective Term: 2000*03					
This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.						This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.					
EMS 150 Emerg Vehicles & EMS Comm	1	3	0	2		EMS 221 EMS Clinical Practicum II	0	0	9	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: EMS 121; or EMS 122 and COE 111 Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1997*02					
This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance and communication needs.						This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					
						EMS 222 EMS Hospital Clinical II	0	0	6	2	
						<i>Prerequisites: EMS 121 or EMS 122 and COE 111 Corequisites: COE 121</i>					
						Effective Term: 1997*02					
						This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
EMS 230 Pharmacology II for EMS		1	3	0	2	EMS 240 Special Needs Patients		1	2	0	2
<i>Prerequisites: EMS 130 Corequisites: None</i>						<i>Prerequisites: EMS 120, EMS 121 or EMS 122, EMS 139 and EMS 131</i>					
Effective Term: 2000*03						<i>Corequisites: None</i>					
This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course.						Effective Term: 2002*03					
						This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.					
EMS 231 EMS Clinical Pract III		0	0	9	3	EMS 241 EMS Clinical Practicum IV		0	0	9	3
<i>Prerequisites: EMS 221; or EMS 222 and COE 121</i>						<i>Prerequisites: EMS 231; or EMS 232 and COE 131</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.						This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.					
EMS 232 EMS Hospital Clinical III		0	0	6	2	EMS 242 EMS Hospital Clinical IV		0	0	6	2
<i>Prerequisites: EMS 221 or EMS 222 and COE 121</i>						<i>Prerequisites: EMS 232 and COE 131 or EMS 231</i>					
<i>Corequisites: COE 131</i>						<i>Corequisites: COE 211</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.						This course is a continuation of the hospital clinical required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.					
EMS 235 EMS Management		2	0	0	2	EMS 250 Advanced Medical Emergencies		2	3	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131 or EMS 122</i>					
Effective Term: 1998*03						<i>Corequisites: None</i>					
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.						Effective Term: 2000*03					
						This course provides in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 Advanced Trauma

Emergencies 1 3 0 2

Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131 or EMS 122 *Corequisites:* None

Effective Term: 1997*02

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLs or PHTLS courses.

EMS 270 Life Span Emergencies 2 2 0 3

Prerequisites: EMS 120, EMS 130 and EMS 131

Corequisites: None

Effective Term: 1997*02

This course, required for paramedic certification, covers medial/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

EMS 280 EMS Bridging Course 2 2 0 3

Prerequisites: None *Corequisites:* None

Effective Term: 1998*03

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment

documentation using the problem-oriented medical record format and manage complicated patients.

EMS 285 EMS Capstone 1 3 0 2

Prerequisites: EMS 220, EMS 250 and EMS 260

Corequisites: None

Effective Term: 1997*02

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS related events.

ENGLISH

Students should begin developmental course work at the appropriate level indicated by the college's placement test.

ENG 060 Speaking English Well 2 0 0 2

Prerequisites: None *Corequisites:* None

Effective Term: 2000*03

This course is designed to improve oral communication skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to speak appropriately in a variety of situations. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

ENG 070 Basic Language Skills 2 2 0 3

Prerequisites: None *Corequisites:* None

Effective Term: 2000*03

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
ENG 080 Writing Foundations	3	2	0	4		supporting details and produce mechanically correct short writings appropriate to the workplace. <i>This is a diploma-level course.</i>					
<i>Prerequisites: ENG 070 or ENG 075 or acceptable test scores</i>											
<i>Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.						ENG 111* Expository Writing	3	0	0	3	
						<i>Prerequisites: ENG 090 and RED 090 or ENG 095 or acceptable test scores</i>					
						<i>Corequisites: None</i>					
						Effective Term: 1997*02					
						This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. The course will include a unit introducing the research process.</i>					
ENG 090 Composition Strategies	3	0	0	3		ENG 113* Literature-Based Research					
<i>Prerequisites: ENG 080 or ENG 085 or acceptable test scores</i>							3	0	0	3	
<i>Corequisites: None</i>						<i>Prerequisites: ENG 111</i>					
Effective Term: 1997*02						<i>Corequisites: None</i>					
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental requirement for ENG 111 and ENG 111A.						Effective Term: 1997*02					
						This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.</i>					
ENG 090A Comp Strategies Lab	0	2	0	1		ENG 112* Argument-Based Research					
<i>Prerequisites: ENG 080 or ENG 085</i>							3	0	0	3	
<i>Corequisites: ENG 090</i>						<i>Prerequisites: ENG 111</i>					
Effective Term: 1997*02						<i>Corequisites: None</i>					
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.						Effective Term: 1997*02					
						This course, the second in a series of two, introduces research techniques, documentation styles and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings					
ENG 101 Applied Communications I	3	0	0	3							
<i>Prerequisites: None</i>											
<i>Corequisites: None</i>											
Effective Term: 1997*02											
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation and spelling. Upon completion, students should be able to identify main ideas with											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114* Prof Research & Reporting 3 0 0 3

Prerequisites: ENG 111 Corequisites: None
Effective Term: 1997*02

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 115 Oral Communication 3 0 0 3

Prerequisites: None Corequisites: None
Effective Term: 1997*02
This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

ENG 125* Creative Writing I 3 0 0 3

Prerequisites: ENG 111 Corequisites: None
Effective Term: 2001*03

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 126* Creative Writing II 3 0 0 3

Prerequisites: ENG 125 Corequisites: None
Effective Term: 1997*02

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 131* Introduction to Literature 3 0 0 3

Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114
Effective Term: 1997*02

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 231* American Literature I 3 0 0 3

Prerequisites: ENG 112; ENG 113 or ENG 114
Corequisites: None
Effective Term: 1997*02

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232* American Literature II 3 0 0 3

Prerequisites: ENG 112, ENG 113 or ENG 114
Corequisites: None
Effective Term: 1997*02

This course covers selected works in American literature from 1865 to the present. Emphasis is

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241* British Literature I 3 0 0 3

Prerequisites: ENG 112, ENG 113 or ENG 114

Corequisites: None

Effective Term: 1997*02

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242* British Literature II 3 0 0 3

Prerequisites: ENG 112, ENG 113 or ENG 114

Corequisites: None

Effective Term: 1997*02

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261* World Literature I 3 0 0 3

Prerequisites: ENG 112, ENG 113 or ENG 114

Corequisites: None

Effective Term: 1997*02

This course introduces selected works from the Pacific, Asia, Africa, Europe and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected

prose, poetry and drama. Upon completion, students should be able to interpret, analyze and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262* World Literature II 3 0 0 3

Prerequisites: ENG 112, ENG 113 or ENG 114

Corequisites: None

Effective Term: 1997*02

This course introduces selected works from the Pacific, Asia, Africa, Europe and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 273* African-American Literature 3 0 0 3

Prerequisites: ENG 112, ENG 113 or ENG 114

Corequisites: None

Effective Term: 1997*02

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions and backgrounds of the authors. Upon completion, students should be able to interpret, analyze and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 275* Science Fiction 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114.

Corequisites: None

Effective Term: 1997*02

This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

able to trace major themes and ideas and illustrate relationships between science, worldview, and science fiction literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

EMERGENCY PREPAREDNESS TECHNOLOGY

EPT 120 Sociology of Disaster 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2005*01

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

EPT 150 EMS Incident Management 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2002*03

This course covers the fully integrated incident management system for EMS response to high impact incidents. Topics include mass casualty incidents, terrorists events, communications, training, triage, law and fire incident command. Upon completion, students should be able to implement and operate within the National Incident Management System.

EPT 210 Disaster Resp Ops Mgt 3 0 0 3

Prerequisites: FIP 236 Corequisites: None

Effective Term: 2005*01

This course covers the basic concepts and operational procedures and authorities involved in responding to major disasters. Topics include Federal, State, and local roles and responsibilities in major disaster recovery work with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster plan and assess the needs of those involved in a major disaster.

EPT 220 Terrorism and

Emer Mgt 3 0 0 3

Prerequisites: EPT 210 Corequisites: None

Effective Term: 2002*03

This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topic include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

EPT 275 Emergency OPS

Center Mgt 3 0 0 3

Prerequisites: FIP 236 Corequisites: None

Effective Term: 2005*01

This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

FIRE PROTECTION

FIP 120 Intro to Fire Protection 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2004*03

This course provides an overview of the history, development, methods, systems and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention &

Public Ed 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2002*03

This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
and inspection programs. Upon completion, students should be able to research, develop and present a fire safety program to a citizens or industrial group, meeting NFPA 1021.						FIP 140 Industrial Fire Protect	3	0	0	3	
FIP 128 Detection & Investigation	3	0	0	3		<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 2004*03					
Effective Term: 2002*03						This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation and loss prevention programs. Upon completion, students should be able to prepare a procedure to plan, organize and evaluate an industrial facility's fire protection, meeting NFPA 1021.					
This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021.						FIP 144 Sprinklers & Auto Alarms	2	2	0	3	
FIP 132 Building Construction	3	0	0	3		<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 2002*03						This course introduces various types of automatic sprinklers, standpipes and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems and other related topics. Upon completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.					
This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions, meeting NFPA 1021.						FIP 148 Fixed & Port Exting Sys	2	2	0	3	
FIP 136 Inspections & Codes	3	0	0	3		<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 2002*03						This course provides a study of various types of fixed and portable extinguishing systems, their operation, installation and maintenance. Topics include applications, testing and maintenance of Halon, carbon dioxide, dry chemical and special extinguishing agents in fixed and portable systems. Upon completion, students should be able to identify various types of fixed and portable systems, including their proper application and maintenance.					
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.						FIP 152 Fire Protection Law	3	0	0	3	
FIP 128 Detection & Investigation	3	0	0	3		<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 2004*03					
Effective Term: 2002*03						This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories and other related topics. Upon completion, students should be able to discuss laws, codes and ordinances as they relate to fire protection.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
FIP 160 Fire Protection/Elec	2	0	0	0	2	FIP 180 Wildland Fire Behavior	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2000*03					
This course covers the methods and means of electrical installations and uses as related to fire. Topics include basic electrical theories, wiring methods, electrical components and circuitry and an introduction to the National Electrical Code. Upon completion, students should be able to demonstrate a basic knowledge of electricity, including its uses, characteristics and hazards.						This course covers the principles of wildland fire behavior and meteorology. Emphasis is placed on fire calculations, fuels and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.					
FIP 160A Fire Protection/ Elec Lab	0	2	0	0	1	FIP 188 Intro to Wildland Fires	3	2	0	0	4
<i>Prerequisites: None Corequisites: FIP 160</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides practical applications to support FIP 160. Topics include switching devices, basic circuits, electrical distribution and other related topics. Upon completion, students should be able to demonstrate knowledge of basic electrical equipment and hazards as related to fire protection.						This course introduces basic wildland fire suppression functions. Emphasis is placed on the operation of tools, equipment, aircraft and basic fire suppression methods. Upon completion, students should be able to understand theories in wildland fire suppression and demonstrate them through written and performance evaluations.					
FIP 164 OSHA Standards	3	0	0	0	3	FIP 220 Fire Fighting Strategies	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2004*03						Effective Term: 2002*03					
This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.						This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.					
FIP 176 HazMat: Operations	4	0	0	0	4	FIP 221 Adv Fire Fighting Strat	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: FIP 220 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is designed to increase first responder awareness of the type, nature, physiological effects of and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.						This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
FIP 224 Instructional Methodology		4	0	0	4	FIP 232 Hydraulics & Water Dist	2	2	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: MAT 115 Corequisites: None</i>					
Effective Term: 2002*03						Effective Term: 1997*02					
This course covers the knowledge, skills and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 and NFPA 1021.						This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulics calculations and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests and demonstrate knowledge of water distribution systems.					
FIP 228 Local Govt Finance	3	0	0	3		FIP 236 Emergency Management	3	0	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2004*03						Effective Term: 2004*03					
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of the department.						This course covers the four phases of emergency management, mitigation, preparedness, response and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.					
FIP 230 Chem of Hazardous Mat I	5	0	0	5		FIP 240 Fire Service Supervision	3	0	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2005*03					
This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.						This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting elements of NFPA 1021.					
FIP 231 Chem of Hazardous Mat II	4	2	0	5		FIP 244 Fire Protection Project	3	0	0	3	
<i>Prerequisites: FIP 230 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1998*03					
This course covers hazardous materials characterization, properties, location, handling and response guidelines, hazard survey principles and other related topics. Topics include radiation hazards, instruments, inspections and detection of the presence of hazardous materials in industrial/commercial occupancies. Upon completion, students should be able to inspect chemical/radioactive sites and use on-site visits to gasoline and/or LPG storage facilities/chemical plants to develop a pre-plan.						This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

knowledge of the fire protection service through written and performance evaluations.

FIP 256 Munic Public Relations 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2004*03

This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 264 Flame Prop & Mat Rating 1 4 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the role of interior finishes in fires, smoke obscuration and density, flame spread, pyrolysis and other related topics. Emphasis is placed on testing equipment which includes Rack Impingement, Bench Furnace and the two-foot tunnel. Upon completion, students should be able to understand the operation of the testing equipment and compile a reference notebook.

FIP 276 Managing Fire Services 3 0 0 3

Prerequisites: None Corequisites: None

Effective Term: 2002*03

This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021.

FRENCH

FRE 111* Elementary French I 3 0 0 3

Prerequisites: RED 090 Corequisites: None

Effective Term: 1997*02

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on this development of basic listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112* Elementary French II 3 0 0 3

Prerequisites: FRE 111 Corequisites: None

Effective Term: 1997*02

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GEOGRAPHY

GEO 111* World Regional

Geography 3 0 0 3

Prerequisites: RED 090 Corequisites: None

Effective Term: 1997*02

This course introduces the regional concept, which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation*

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<i>Agreement general education core requirement in social/behavioral sciences.</i>						GIS 111 Introduction to GIS	2	2	0	3	
						<i>Prerequisites: None Corequisites: None</i>					
						<i>Effective Term: 1997*02</i>					
GEO 112* Cultural Geography	3	0	0	0	3	This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems.					
<i>Prerequisites: RED 090 Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>						GIS 211 GIS/GPS Project	1	2	0	2	
						<i>Prerequisites: None Corequisites: None</i>					
						<i>Effective Term: 1997*02</i>					
						This course provides the opportunity to interact with a municipal, industrial, or service organization. Emphasis is placed on defining a question, gathering and analyzing pertinent data, and drawing conclusions leading to question resolution. Upon completion, students should be able to demonstrate their command of GIS/GPS applications for problem solving.					
GEO 131* Physical Geography I	3	2	0	4							
<i>Prerequisites: RED 090 Corequisites: None</i>						GRAPHIC ARTS					
<i>Effective Term: 1997*02</i>						GRA 110 Graphic Arts					
This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						Orientation					
						2					
						<i>Prerequisites: None Corequisites: None</i>					
						<i>Effective Term: 1997*02</i>					
						This course covers the history, development and commercial applications of the major printing processes. Topics include offset lithography, screen printing, intaglio, relief printing and emerging technologies. Upon completion, students should be able to demonstrate an understanding of the major characteristics, advantages and disadvantages of each process.					
GEOGRAPHIC INFORMATION SYSTEMS						GRA 112 Graphics Problem					
GIS 110 Survey of GIS/GPS	1	0	0	1		Solving					
<i>Prerequisites: None Corequisites: None</i>						2					
<i>Effective Term: 1997*02</i>						<i>Prerequisites: None Corequisites: None</i>					
This course introduces the methods and techniques used in the Geographic Information System (GIS) and Global Positioning Systems (GPS) profession. Emphasis is placed on problem solution sequences and advisement, counseling, and technical methodology, including technical computer usage and technical graphics. Upon completion, students should be able to identify major fields using GIS/GPS technologies and apply their methodologies toward problem resolution.						<i>Effective Term: 1997*02</i>					
						This course covers computations used in graphic arts production. Topics include measurement systems, ratios and scaling and paper-cutting calculations. Upon completion, students should be able to apply					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
mathematical skills to problem solving in graphic arts and imaging production.						were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions.					
GRA 121 Graphic Arts I	2	4	0	4		<i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces terminology, tools and materials, procedures and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.											
GRA 130 Print Career Exploration	1	0	0	1		GRA 153 Computer Graphics III	1	3	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: GRA 152 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces employment opportunities and requirements in the graphic arts and imaging technology fields. Topics include career choices, operations, graphic arts businesses and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic arts field and consider an appropriate career specialization.						This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>					
GRA 151 Computer Graphics I	1	3	0	2		GRA 154 Computer Graphics IV	1	3	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: GRA 153 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>						This course is a continuation of GRA 153. Emphasis is placed on advanced techniques using a variety of hardware and software applications to produce complex projects. Upon completion, students should be able to use electronic document production tools. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>					
GRA 152 Computer Graphics II	1	3	0	2		GRA 161 Computer Graphics Apps I	0	3	0	1	
<i>Prerequisites: GRA 151 Corequisites: None</i>						<i>Prerequisites: None Corequisites: GRA 151</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers advanced design and layout concepts utilizing illustration, page layout and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that						This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce simple graphic arts projects. Upon completion, students should be able to use the computer as a graphic arts production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
GRA 162 Computer Graphics						GRA 221 Graphic Arts II		2	4	0	4
Apps II		0	3	0	1	<i>Prerequisites: GRA 121 and GRA 151</i>					
<i>Prerequisites: None Corequisites: GRA 152</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce intermediate graphic arts projects. Upon completion, students should be able to effectively use the computer as a graphic arts production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>											
GRA 163 Computer Graphics						GRA 222 Graphic Arts III		2	4	0	4
Apps III		0	3	0	1	<i>Prerequisites: GRA 221 and GRA 152</i>					
<i>Prerequisites: None Corequisites: GRA 153</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce advanced graphic arts projects. Upon completion, students should be able to effectively use the computer as a graphic arts production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>											
GRA 164 Computer Graphics						GRA 255 Image Manipulation I		1	3	0	2
Apps IV		0	3	0	1	<i>Prerequisites: GRA 151 or GRD 151</i>					
<i>Prerequisites: None Corequisites: GRA 154</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce professional quality graphic arts projects. Upon completion, students should be able to effectively use the computer as a graphic arts production tool. <i>This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.</i>											
						GRA 256 Image Manipulation II		1	3	0	2
						<i>Prerequisites: GRA 255 Corequisites: None</i>					
						Effective Term: 1997*02					
						This course covers electronic color separation and its					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

relationship to multi-color printing. Topics include color theory, separation, color matching, proofing and output of process and spot color images. Upon completion, students should be able to use hardware and image processing software to produce color separations and proofs for various printing processes.

This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.

GRA 257 Image Manipulation III 1 3 0 2

Prerequisites: GRA 153 and GRA 256

Corequisites: None

Effective Term: 1997*02

This course is a continuation of GRA 256. Emphasis is placed on producing quality color separations through image manipulation, gray component replacement/ undercolor removal, dot-gain compensation and color correction. Upon completion, students should be able to use hardware and software to produce color separations that have been adjusted to meet tolerance of printing production equipment.

This course is limited to the students currently admitted to the Graphic Arts and Imaging Technology program.

GRAPHIC DESIGN

GRD 141 Graphic Design I 2 4 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 271 Multimedia Design I 1 3 0 2

Prerequisites: GRD 151 or GRA 151

Corequisites: None

Effective Term: 1997*02

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

GERONTOLOGY

GRO 120 Gerontology 3 0 0 3

Prerequisites: PSY 150 Corequisites: None

Effective Term: 1997*02

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

GRO 230 Health, Wellness & Nutrit 3 2 0 4

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers basic concepts of health, wellness, and nutrition related to aging. Emphasis is placed on nutrition and diet, physical activity and exercise, and maintenance of well-being. Upon completion, students should be able to identify health, wellness, and nutrition concepts related to aging. *This course is a unique concentration requirement of the Gerontology concentration in the Human Services Technology program.*

HEAVY EQUIPMENT

HET 110 Diesel Engines 3 9 0 6

Prerequisites: None Corequisites: None

Effective Term: 1999*03

This course introduces theory, design, terminology and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems and repair diesel engines.

HET 112 Diesel Electrical Systems 3 6 0 5

Prerequisites: None Corequisites: None

Effective Term: 1999*03

This course introduces electrical theory and applications as they relate to diesel powered equipment. Topics include lighting, accessories, safety, starting, charging, instrumentation and gauges. Upon completion, students should be able to follow schematics to identify, repair and test electrical circuits and components.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
HET 114 Power Trains	3	6	0	5		HET 230 Air Brakes	1	2	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1999*03						Effective Term: 1999*03					
This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials and transmissions. Upon completion, students should be able to identify, research specifications, repair and adjust power train components.						This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair and reassemble air brake systems.					
HET 116 Air Cond/Diesel Equip	1	2	0	2		HET 233 Suspension and Steering	2	4	0	4	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1999*03						Effective Term: 1999*03					
This course provides a study of the design, theory, and operation of heating and air conditioning systems in newer models of medium and heavy duty vehicles. Topics include component function, refrigerant recovery and environmental regulations. Upon completion, students should be able to use proper techniques and equipment to diagnose and repair heating/air conditioning systems according to industry standards.						This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings and coupling systems. Upon completion, students should be able to troubleshoot, adjust and repair suspension and steering components on medium and heavy duty vehicles.					
HET 119 Mechanical Transmissions	2	2	0	3		HISTORY					
<i>Prerequisites: None Corequisites: None</i>						HIS 111* World Civilizations I	3	0	0	3	
Effective Term: 1999*03						<i>Prerequisites: RED 090 Corequisites: None</i>					
This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, sliding idler clutches and friction clutches. Upon completion, students should be able to diagnose, inspect and repair mechanical transmissions.						Effective Term: 1997*02					
HET 125 Preventive Maintenance	1	3	0	2		This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in pre-modern world civilizations. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.</i>					
<i>Prerequisites: None Corequisites: None</i>						HIS 112* World Civilizations II	3	0	0	3	
Effective Term: 1999*03						<i>Prerequisites: RED 090 Corequisites: None</i>					
This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.						Effective Term: 1997*02					
						This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in modern world civilizations.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.</i>											
HIS 121* Western Civilization I	3	0	0	0	3	HIS 132* American History II	3	0	0	0	3
<i>Prerequisites: RED 090 Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
<i>This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.</i>						<i>This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.</i>					
HIS 122* Western Civilization II	3	0	0	0	3	HIS 151* Hispanic Civilization	3	0	0	0	3
<i>Prerequisites: RED 090 Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
<i>This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.</i>						<i>This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
HIS 131* American History I	3	0	0	0	3	HIS 221* African-American History	3	0	0	0	3
<i>Prerequisites: RED 090 Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
<i>This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavior sciences.</i>						<i>This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr	
HEALTH INFORMATION TECHNOLOGY						HIT 124** Prof Practice Exp II	1	0	3	2		
HIT 110** Fundamentals of HIM	2	0	0	0	2	<i>Prerequisites: HIT 212 and HIT 224</i>						
<i>Prerequisites: Acceptable placement scores</i>						<i>Corequisites: None</i>						
<i>Corequisites: None</i>						Effective Term: 2007*03						
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include external standards, regulations, and initiatives; payment and reimbursement systems and healthcare providers and disciplines. Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.						HIT 210** Healthcare Statistics	2	2	0	3		
HIT 112** Health Law and Ethics	3	0	0	0	3	<i>Prerequisites: HIT 114, MAT 110 or MAT 115 or MAT 140</i>						
<i>Prerequisites: HIT 110</i>						<i>Corequisites: None</i>						
<i>Corequisites: None</i>						Effective Term: 2007*03						
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.						HIT 212** ICD-9-CM Coding	3	3	0	4		
HIT 114** Health Data Sys/ Standards	2	3	0	0	3	<i>Prerequisites: Enrollment in the HIT program, BIO 166 or 169 and MED 122</i>						
<i>Prerequisites: Enrollment in the HIT program and HIT 112</i>						<i>Corequisites: None</i>						
<i>Corequisites: None</i>						Effective Term: 2007*03						
This course covers basic concepts and techniques for managing and maintaining health data systems. Topics include structure and use of health information including collection tools, data sources and sets, storage and retrieval, quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply organization-wide health data documentation guidelines and comply with regulatory standards.						HIT 214** CPT/Other Coding Systems	1	3	0	2		

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

HIT 215** Reimbursement

Methodology 1 3 0 2

Prerequisites: **HIT 212** *Corequisites:* None

Effective Term: 2007*03

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 216** Quality Management 1 3 0 2

Prerequisites: **Enrollment in the HIT program, HIT 114 and HIT 210**

Corequisites: None

Effective Term: 2007*03

This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

HIT 218** Mgmt Principles

in HIT 3 0 0 3

Prerequisites: None *Corequisites:* None

Effective Term: 2007*03

This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training

programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220** Computers in Healthcare

1 2 0 2

Prerequisites: **HIT 114 and CIS 110 or CIS 111**

Corequisites: None

Effective Term: 2007*03

This course covers electronic health information systems and their design, implementation, and application. Topics include voice recognition and imaging technology, information security and integrity, data dictionaries, modeling, and warehousing to meet departmental needs. Upon completion, students should be able to apply policies/procedures to facilitate electronic health records and other administrative applications.

HIT 222** Prof Practice Exp III 0 0 6 2

Prerequisites: **HIT 224** *Corequisites:* None

Effective Term: 2007*03

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 224**Prof Practice Exp IV 1 0 6 3

Prerequisites: **HIT 114** *Corequisites:* None

Effective Term: 2007*03

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 226** Principles of Disease 3 0 0 3

Prerequisites: **BIO 166 or BIO 169**

Corequisites: None

Effective Term: 2007*03

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.						term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care.					
HIT 280** Professional Issues	2	0	0	0	2	HMT 220 Healthcare Financial Mgmt	4	0	0	0	4
<i>Prerequisites:</i> HIT 212 <i>Corequisites:</i> None						<i>Prerequisites:</i> HMT 110 and ACC 121					
Effective Term: 2007*03						<i>Corequisites:</i> None					
This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.						Effective Term: 2005*03					
						This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.					
HEALTHCARE MANAGEMENT						HORTICULTURE					
HMT 110 Intro to Healthcare Mgt	3	0	0	0	3	HOR 110 Intro to Landscaping	1	2	0	0	2
<i>Prerequisites:</i> None <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
Effective Term: 2003*03						Effective Term: 1997*02					
This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.						This course introduces the basic skills and concepts of drafting and surveying necessary to complete landscape site analysis and topographical drawings. Emphasis is placed on proper use of drafting and survey equipment. Upon completion, students should be able to draw a site analysis drawing with topographical lines.					
HMT 210 Medical Insurance	3	0	0	0	3	HOR 112 Landscape Design I	2	3	0	0	3
<i>Prerequisites:</i> MED 122 or OST 142						<i>Prerequisites:</i> HOR 110 and HOR 160					
<i>Corequisites:</i> None						<i>Corequisites:</i> None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.						This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection and proper plant utilization. Upon completion, students should be able to read, plan and draft a landscape design.					
HMT 211 Long-Term Care Admin	3	0	0	0	3						
<i>Prerequisites:</i> HMT 110 <i>Corequisites:</i> None											
Effective Term: 1997*02											
This course introduces the administration of long-											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
HOR 114 Landscape Construction	2	2	0	3		HOR 134 Greenhouse Operations	2	2	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.						This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.					
HOR 116 Landscape Management I	2	2	0	3		HOR 150 Intro to Horticulture	2	0	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs and plant-culture needs. Upon completion, students should be able to analyze a property, develop management schedules and implement practices based on client needs.						This course covers the history, development and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.					
HOR 118 Equipment Op & Maint	1	3	0	2		HOR 152 Horticulture Practices	0	3	0	1	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment and demonstrate safe operation of selected equipment.						This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.					
HOR 124 Nursery Operations	2	3	0	3		HOR 154 Intro to Hort Therapy	2	4	0	4	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: HOR 168 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.						This course introduces the concept of horticulture therapy and how it can be applied to improve human well-being. Emphasis is placed on developing a horticulture therapy program, planning activities, and adjusting activities based on the age, disability, or need of the individual. Upon completion, students should be able to develop project ideas, write lesson plans and lead informal classes using horticulture therapy techniques.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
HOR 160 Plant Materials I	2	2	0	0	3	propagation, grafting, stem and root propagation, micro-propagation and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course covers identification, culture, characteristics and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.											
HOR 162 Applied Plant Science	2	2	0	0	3	HOR 170 Hort Computer Apps	1	3	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: CIS 111 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.						This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.					
HOR 164 Hort Pest Management	2	2	0	0	3	HOR 213 Landscape Design II	2	2	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: HOR 112 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the identification and control of plant pests including insects, diseases and weeds. Topics include pest identification and chemical regulations, safety and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.						This course covers residential and commercial landscape design, cost analysis and installation. Emphasis is placed on job cost estimates, installation of the landscape design and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates and implement the design.					
HOR 166 Soils & Fertilizers	2	2	0	0	3	HOR 215 Landscape Irrigation	2	2	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application and other amendments. Upon completion, students should be able to analyze, evaluate and properly amend soils/media.						This course introduces basic irrigation design, layout and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.					
HOR 168 Plant Propagation	2	2	0	0	3	HOR 225 Nursery Production	2	3	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1998*03					
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed						This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control and harvesting. Upon completion, students should be able to produce a marketable nursery crop.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
HOR 235 Greenhouse Production	2	2	0	0	3	HOR 257 Arboriculture Practices	1	3	0	0	2
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: HOR 160 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.						This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.					
HOR 245 Horticulture Speciality						HOR 260 Plant Materials II	2	2	0	0	3
Crops	2	2	0	0	3	<i>Prerequisites: HOR 160 Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 2001*03					
Effective Term: 1997*02						This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.					
This course covers introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection and harvesting and marketing practices. Upon completion, students should be able to choose, grow and market a horticultural crop of special or local interest.						HOR 265 Adv Plant Materials	1	2	0	0	2
HOR 251 Insects & Diseases	2	2	0	0	3	<i>Prerequisites: HOR 260 Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 2001*03					
Effective Term: 1997*02						This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements and landscape use. Upon completion, students should be able to correctly select plants for specific landscape uses.					
This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection and control.						HOR 271 Garden Center Mgmt	2	0	0	0	2
HOR 255 Interiorscapes	1	2	0	0	2	<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course covers the retail marketing of gardening products and services through mass market and independent garden centers. Topics include garden center layout, customer relations, market choice, product lines, vendors and the relationship with the broader horticultural community. Upon completion, students should be able to demonstrate an understanding of the principles and practices of the retail garden center.					
This course covers plant selection, design and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install and manage plants in interior settings.						HOR 273 Hor Mgmt & Marketing	3	0	0	0	3
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1997*02					
						This course covers the steps involved in starting or managing a horticultural business. Topics include					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
financing, regulations, market analysis, employer/employee relations, formulation of business plans and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.						HPC 162 HPC Security	2	2	0	3	
						<i>Prerequisites:</i> HPC 110 <i>Corequisites:</i> None					
						Effective Term: 2002*03					
						This course provides an overview of distributed computer security issues as related to HPC services. Topics include cryptographic technologies, protocols used to construct secure and private systems, Internet service security mechanisms, firewalls, auditing and related topics. Upon completion, students should be able to implement security procedures for an HPC system.					
HIGH PERFORMANCE COMPUTING						HPC 172 HPC Applications	2	2	0	3	
HPC 110 Intro to HPC	2	2	0	3		<i>Prerequisites:</i> HPC 110 <i>Corequisites:</i> None					
<i>Prerequisites:</i> None <i>Corequisites:</i> None						Effective Term: 2002*03					
Effective Term: 2002*03						This course introduces students to currently available HPC applications highlighting software approaches and hardware platforms. Topics include a review of successfully deployed HPC systems in industry and research environments and decision-making techniques when selecting HPC. Upon completion, students should be able to discuss, in oral as well as written form, current HPC applications highlighting strengths and weaknesses.					
This course introduces students to the terminology, hardware performance issues programming models and software tools available for High Performance Computing (HPC). Topics include a survey of HPC concepts and terminology, HPC operating systems, memory models and architecture, PC clusters, highly integrated supercomputers and high-speed communications. Upon completion, students should be able to build a PC cluster.						HPC 180 Intro to Cluster Comput	2	2	0	3	
HPC 130 Intro to HPC Comm	2	2	0	3		<i>Prerequisites:</i> None <i>Corequisites:</i> None					
<i>Prerequisites:</i> None <i>Corequisites:</i> None						Effective Term: 2002*03					
Effective Term: 2002*03						This course provides students with the current and emerging trends in cluster computing. Topics include current and emerging technologies in system architecture, networking, software environments, configuration, management tools, application libraries and utilities in a cluster environment. Upon completion, students should be able to discuss and illustrate fundamental cluster technology approaches using examples from engineering, scientific and/or data intensive applications.					
This course introduces students to the communications aspect of remotely accessing massively parallel machines and PC clusters. Topics include single and multi-stage interconnection networks, optimization techniques, load balancing, bandwidths, data communications and buffer size optimization. Upon completion, students should be able to discuss and evaluate high-speed communication techniques and strategies in HPC systems.						HPC 240 Adv HPC Architecture	2	2	0	3	
HPC 140 Intro to HPC Architecture	2	2	0	3		<i>Prerequisites:</i> HPC 140 <i>Corequisites:</i> None					
<i>Prerequisites:</i> None <i>Corequisites:</i> None						Effective Term: 2002*03					
Effective Term: 2002*03						This course introduces students to advanced hardware architecture for an HPC system. Topics include topology of parallel computer architecture, arithmetic pipeline design, array machines, distributed architecture, multi-processor computers, SIMD,					
This course introduces students to hardware architecture for the High Performance Computing environment (HPC). Topics include distributed and shared memory systems, hardware design issues, vector parallel machines and communication issues of remote massively parallel machines and clusters. Upon completion, students should be able to discuss and evaluate architectural design issues in an HPC system.											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<p>MIMD machines and current parallel machines. Upon completion, students should be able to design and discuss a user-specified HPC architecture system.</p>						<p>theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills and roles of the human services worker.</p>					
HPC 245 Grid Technologies	2	2	0	0	3	HSE 112 Group Process I	1	2	0	0	2
<p><i>Prerequisites: HPC 110 Corequisites: None</i></p>						<p><i>Prerequisites: None Corequisites: None</i></p>					
<p>Effective Term: 2002*03</p>						<p>Effective Term: 1997*02</p>					
<p>This course introduces students to Grid technologies and distributed computing architecture. Topics include distributed security architecture, data formats, distributed file systems, access control of shared resources and multi-institutional collaborative environments. Upon completion, students should be able to discuss, in oral and written form, issues related to creating a scalable, distributes and secure HPC Grid environment.</p>						<p>This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.</p>					
HPC 280 Adv Cluster Computing	2	2	0	0	3	HSE 123 Interviewing Techniques	2	2	0	0	3
<p><i>Prerequisites: HPC 180 Corequisites: None</i></p>						<p><i>Prerequisites: None Corequisites: None</i></p>					
<p>Effective Term: 2002*03</p>						<p>Effective Term: 1997*02</p>					
<p>This course introduces students to advanced design techniques and related issues in cluster computing. Topics include a review of successfully deployed cluster systems used in commerce, industry and research environments. Upon completion, students should be able to summarize findings and draw conclusions about current cluster technology, discuss emerging technology trends and clusters of the future.</p>						<p>This course covers the purpose, structure, focus and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.</p>					
HPC 285 Sys Analysis and Design	3	0	0	0	3	HSE 125 Counseling	2	2	0	0	3
<p><i>Prerequisites: HPC 110 Corequisites: None</i></p>						<p><i>Prerequisites: PSY 150 Corequisites: None</i></p>					
<p>Effective Term: 2002*03</p>						<p>Effective Term: 1997*02</p>					
<p>This course provides an opportunity for students to complete a significant HPC systems project with minimal instructor support. Emphasis is placed on project definition, documentation, testing and presentation. Upon completion, students should be able to complete an HPC project.</p>						<p>This course covers the major approaches to psychotherapy and counseling, including theory, characteristics and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.</p>					
HUMAN SERVICES											
HSE 110 Intro to Human Services	2	2	0	0	3	HSE 127 Conflict Resolution	2	2	0	0	3
<p><i>Prerequisites: None Corequisites: None</i></p>						<p><i>Prerequisites: None Corequisites: None</i></p>					
<p>Effective Term: 1997*02</p>						<p>Effective Term: 1997*02</p>					
<p>This course introduces the human services field, including the history, agencies, roles and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major</p>						<p>This course introduces conflict resolution and mediation theory and practice. Emphasis is placed on achieving compromise and a win/win perception. Upon completion, students should be able to</p>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
demonstrate competence in identifying seemingly dissimilar positions and facilitating agreement.						HSE 240 Issues in Client Services	3	0	0	3	
HSE 150 Preventive Intervention	1	2	0	2		<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: None Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course introduces systems of professional standards, values and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.					
This course presents skills training for prevention and control of violent behavior. Emphasis is placed on safety procedures which promote positive outcomes for clients and workers. Upon completion, students should be able to identify and demonstrate safety procedures for all persons involved.						HSE 242 Family Systems	3	0	0	3	
HSE 210 Human Services Issues	2	0	0	2		<i>Prerequisites: PSY 150 or SOC 210</i>					
<i>Prerequisites: None Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1997*02					
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.						This course introduces the concepts of family structure as a system and includes the impact of contemporary society on the family. Topics include systems theory, family structure, blended families, divorce, adoption and the elderly. Upon completion, students should be able to demonstrate an understanding of families as a system and the impact of change on family structure.					
HSE 220 Case Management	2	2	0	3		HSE 245 Stress Management	2	2	0	3	
<i>Prerequisites: HSE 110 Corequisite: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.						This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors.					
HSE 225 Crisis Intervention	3	0	0	3		HSE 250 Financial Services	2	0	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.						This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
HSE 251 Activities Therapy	2	2	0	0	3	HUM 120* Cultural Studies	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: RED 090 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art and recreational therapy. Upon completion, students should be able to define, plan and adapt recreational activities for selected groups and individuals.						This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
HSE 255 Health Prob & Prevent	2	2	0	0	3	HUM 121* The Nature of America	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: RED 090 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.						This course provides an interdisciplinary survey of the American cultural, social and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions and the American political system. Upon completion, students should be able to analyze significant cultural, social and political aspects of American life. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
HUMANITIES						HUM 130* Myth in Human Culture	3	0	0	0	3
HUM 110* Technology and Society	3	0	0	0	3	<i>Prerequisites: RED 090 Corequisites: None</i>					
<i>Prerequisites: RED 090 Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>											
HUM 115* Critical Thinking	3	0	0	0	3						
<i>Prerequisites: ENG 095 or RED 090 and ENG 090</i>											
<i>Corequisites: None</i>											
Effective Term: 2003*01											
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr						
Agreement general education core requirement in humanities/fine arts.						HUM 220* Human Values and Meaning			3	0	0	3					
						<i>Prerequisites:</i> ENG 111 <i>Corequisites:</i> None											
						Effective Term: 1997*02											
HUM 150* American Women's Studies				3	0	0	3										
<i>Prerequisites: RED 090 Corequisites: None</i>																	
						Effective Term: 1997*02											
This course provides an inter-disciplinary study of the history, literature and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>																	
HUM 160* Introduction to Film		2	2	0	3												
<i>Prerequisites: RED 090 Corequisites: None</i>																	
						Effective Term: 1999*03											
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>																	
HUM 170* The Holocaust			3	0	0	3											
<i>Prerequisites: RED 090 Corequisites: None</i>																	
						Effective Term: 1997*02											
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political and economic factors that cumulatively resulted in the Holocaust. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>																	
						HYDRAULICS											
						HYD 110 Hydraulics/Pneumatics I			2	3	0	3					
						<i>Prerequisites: None Corequisites: None</i>											
						Effective Term: 1997*02											
						This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application and troubleshooting.											
						HYD 112 Hydraulics/Med/Heavy Duty			1	2	0	2					
						<i>Prerequisites: None Corequisites: None</i>											
						Effective Term: 1997*02											
						This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.											
						HYD 115 Industrial Hydraulics		2	2	0	3						
						<i>Prerequisites: None Corequisites: None</i>											
						Effective Term: 2002*03											
						This course introduces basic principles, components											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<p>and concepts of industrial hydraulic systems. Topics include standard symbols, actuators, control valves and other hydraulic components. Upon completion, the student should be able to demonstrate an understanding of the principles, concepts, and operation of an industrial hydraulic system.</p>						<p>completion, students will be able to identify and explain the effects of radiation in cardiovascular and vascular imaging.</p>					
INTERVENTIONAL CARDIAC AND VASCULAR						ICV 113 Interventional Neuro Radiography					
ICV 110 Patient Care & Invasive Fundamentals								1	2	0	2
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2005*03						Effective Term: 2005*03					
This course introduces specialized patient care and management, physiological monitoring, general procedure considerations and underlying fundamentals needed to perform a cardiovascular or vascular procedure. Emphasis is placed on patient preparation and communication, pressure measurements, ECG, specialized cardiac monitoring, intravenous therapy, sterile technique, infection control, legal issues, and isolation procedures. Upon completion, students should understand and demonstrate patient care management, use and function of physiological monitoring devices, and sterile technique in regards to infection control.						This course is designed to concentrate on anatomy and physiology of the neurovascular and neuromuscular systems. Emphasis is placed on up-to-date imaging and interventional techniques. Upon completion, students should be able to identify and demonstrate understanding of neurovascular procedures performed in an interventional lab.					
ICV 111 ICV Electrocardiography						ICV 114 ICV Physics I					
0 3 0 1								1	2	0	2
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2005*03						Effective Term: 2005*03					
This course covers the performance and interpretation of the twelve-lead electrocardiogram. Emphasis is placed on patient set-up, the cardiac cycle, electrical conduction pathway, normal rhythms, common dysrhythmias, Holter monitoring, and electrophysiology studies/ablations. Upon completion, students should be able to describe ECG set-up, interpret normal and abnormal rhythms, and discuss testing modalities for invasive and noninvasive cardiology.						This course introduces the fundamental principles of physics that underlie X-ray production and vascular/cardiovascular radiography. Topics include energy, electromagnetic waves, electricity and magnetism, power and circuits as they relate to the cardiovascular/vascular laboratories.					
ICV 112 ICV Ionizing Radiation Effects						ICV 120 ICV Clinical Ed I					
2 0 0 2								0	0	6	2
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2005*03						Effective Term: 2005*03					
This course covers the principles of ionizing radiation effects and protection measures. Emphasis is placed on radiation effects of tissue/cells, preventions to radiation effects, and dose measurement tools. Upon						This course provides the student the opportunity to apply knowledge gained from didactic instruction to the cardiovascular/vascular interventional clinical environment. Emphasis is placed on development of laboratory skills and imaging procedures, image production, patient care and positioning. Upon completion, students should be able to assume a variety of duties and responsibilities in the cardiovascular/vascular interventional laboratories.					
ICV 125 ICV Clinical Ed II											
								0	0	12	4
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2005*03						Effective Term: 2005*03					
This course provides the student an opportunity to apply didactic knowledge in the interventional clinical setting. Emphasis is placed on patient care, hemodynamic monitoring, computer applications in medicine, record keeping, scheduling, and sterile											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
techniques. Upon completion, students should be able to demonstrate basic skills in these areas.											
ICV 130 ICV Clinical Ed III		0	0	12	4	ICV 217 Interventional Equip & Supplies		2	2	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2005*03						Effective Term: 2005*03					
This course provides the student an opportunity to apply knowledge gained from didactic instruction to the cardiovascular/vascular interventional clinical environment. Emphasis is placed on patient care and positioning, imaging procedures, image production and angiography within the cardiovascular/vascular interventional environment. Upon completion, students should be able to assume a variety of duties and responsibilities in the cardiovascular/vascular interventional environment.						This course covers advanced radiography equipment, instrumentation, image enhancement techniques, physiologic monitoring equipment, inventory and supplies used in interventional lab settings. Emphasis is placed on various filming techniques, digital equipment, principles of magnification, automatic injectors, catheters, guide wires, needles and other needed equipment. Upon completion, the students should understand general angiographic equipment, specialized imaging techniques, needed supplies and principles used in an interventional environment.					
ICV 214 ICV Physics II		1	2	0	2	ICV 218 Cardiac Physiology & Procedures		3	0	0	3
<i>Prerequisites: ICV 114 ICV Physics I</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>Corequisites: None</i>						Effective Term: 2005*03					
Effective Term: 2005*03						This course covers angiographic approaches to diagnostic and interventional procedures performed in a cardiovascular lab. Emphasis is placed on structure, cardiovascular anatomy, hemodynamics of vascular systems, pulmonary circulation, cardiac circulation, filming sequence, patient positioning, and pathology. Upon completion, students should be able to demonstrate knowledge of cardiovascular and supporting systems, methods to visualize radiographic anatomy, and conduct critical reviews of obtained images.					
This course continues the study of physics that underlie X-ray production and the fluoroscopic equipment utilized in cardiovascular/vascular interventional laboratories. Topics include the production of x-rays, electromagnetic interactions with matter, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.											
ICV 216 Radiographic Pharmacology		2	0	0	2	ICV 219 Vascular Physiology & Procedure		3	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2005*03						Effective Term: 2005*03					
This course is designed to inform the student about medications commonly utilized in cardiovascular/vascular labs. Emphasis is placed on drug sources, uses, classifications, dosages, indications, contraindications, interactions and reactions for various age groups. Upon completion, students should be able to compute dosages and rationalize the uses of therapeutic medications delivered in cardiovascular/vascular interventional labs.						This course covers angiographic approaches to diagnostic and interventional procedures performed in a vascular lab. Emphasis is placed on structure, vascular anatomy, hemodynamics of vascular systems, peripherals, pulmonary circulation, ECG, neuroangiography, renal and portal systems, filming sequence, patient positioning, and pathology. Upon completion, students should be able to demonstrate knowledge of vascular systems, methods used to visualize radiographic anatomy, and conduct critical reviews of obtained images.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
ICV 220 ICV Clinical Ed IV	0	0	27	9		understanding of the topics presented for successful completion of the cardiac exam(s).					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2005*03											
This course provides the opportunity to apply knowledge gained from didactic instruction to the cardiovascular interventional clinical environment. Emphasis is placed on patient care, radiation safety, recognition of cardiovascular anatomy and pathology, equipment and imaging procedures and production. Upon completion, students should be able to demonstrate selected cardiac procedures, advanced ECG interpretation, preparation of sterile supplies, and maintenance of equipment and supplies.						IMAGING					
						The following IMG courses are pending state board approval.					
ICV 230 ICV Clinical Ed V	0	0	27	9		IMG 110 Fundamentals of Imag I	2	0	6	4	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2005*03						This first course of two covers principles of imaging for radiography, nuclear medicine, ultrasound, and radiation therapy in both class and clinical settings. Emphasis is placed on image production and anatomical relationships in radiography, nuclear medicine, ultrasound, and radiation therapy. Upon completion, students should be able to differentiate between radiography, nuclear medicine, radiation therapy, and ultrasound images and identify basic anatomy.					
This course provides the opportunity to apply knowledge gained from didactic instruction to the vascular interventional clinical environment. Emphasis is placed on patient care, radiation safety, recognition of vascular anatomy and pathology, equipment and imaging procedures and production. Upon completion, students should be able to demonstrate selected vascular procedures, basic ECG interpretation, preparation of sterile supplies, and maintenance of equipment and supplies.						IMG 111 Fundamentals of Imag II	2	0	6	4	
						<i>Prerequisites: IMG 110 Corequisites: None</i>					
ICV 241 ICV Pathology Review	2	0	0	2		This second course of two covers the principles of imaging for CT/PET, and MRI in class and in the clinical setting. Emphasis is placed on image production and anatomical relationships in CT, PET, CT/PET, and MRI. Upon completion, students should be able to differentiate between CT, PET, CT/PET, and MRI images and identify basic anatomy.					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2005*03						IMG 120 Patient Care Medical Imag	1	2	0	2	
This course is designed to concentrate on complex physiologic and pathologic imaging. Emphasis is placed on evaluation of student case studies performed in the clinical setting. Upon completion, students should be able to identify normal vascular anatomy and recognize various pathologies of the vascular systems.						<i>Prerequisites: None Corequisites: None</i>					
						This course provides students with an overview of patient assessment, interviewing skills, and universal precautions. Emphasis is placed on basic principles of patient care and critical thinking skills. Upon completion, students will be able to demonstrate basic skills in the patient care setting.					
ICV 261 ICV Cardiac Exam Prep	1	0	0	1		IMG 130 Imaging Ethics & Law	3	0	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: IMG 120 Corequisites: None</i>					
Effective Term: 2005*03						This course covers an introduction to the laws affecting medical imaging. Emphasis is placed on professional malpractice, patient rights, legal and professional standards, and ethical considerations. Upon completion, students should be able to meet					
This course covers the aspects of cardiac technology as practiced in the didactic and clinical settings. Emphasis is placed on content specifications of the RCIS and/or ARRT Advanced-Level exam, study skills, and simulated examinations. Upon completion, students should be able to demonstrate an											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
the legal and ethical responsibilities of a diagnostic imaging professional.						is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace. This course is a unique concentration requirement of the International Business concentration in the Business Administration program.					
INTERNATIONAL BUSINESS											
INT 110 International Business	3	0	0	0	3	INT 220 International Economics	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: ECO 151 or ECO 251 or ECO 252</i>					
Effective Term: 1997*02						<i>Corequisites: None</i>					
This course provides an overview of the environment, concepts and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management and international marketing. Upon completion, students should be able to describe the foundation of international business.						Effective Term: 2002*03					
This course introduces the forces and criteria for the development of a new international economic order. Emphasis is placed on balance of payments, foreign exchange rates and their determination, International Monetary System, and arguments for and against free trade and protectionism. Upon completion, students should be able to describe economic principles and concepts of international trade. This course is a unique concentration requirement of the International Business concentration in the Business Administration program.											
INT 115 Global Communications	3	0	0	0	3	INT 230 International Law	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: BUS 115 Corequisites: None</i>					
Effective Term: 2004*03						Effective Term: 2002*03					
This course introduces principles and techniques basic to intercultural business communications. Topics include selected cultural values and customs, verbal and nonverbal communication skills, and global etiquette. Upon completion, students should be able to demonstrate beginning skills in effective verbal and nonverbal intercultural communications.						This course is designed to develop an understanding of the different theories on international law and their effect on international trade. Emphasis is placed on concepts of contracts, international transactions, major organizations in international trade, establishment of treaties, economic areas and US laws affecting international trade. Upon completion, students should be able to apply theories and concepts to international trade and transactions. This course is a unique concentration requirement of the International Business concentration in the Business Administration program.					
INT 180 Travel Study Abroad	3	0	0	0	3						
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1998*03											
This course is designed to apply language and theoretical skills in an appropriate international business setting in a foreign country. Emphasis is placed on strengthening foreign language skills, performing with greater competence and confidence in the international workplace, and completing objectives outlined in training plan. Upon completion, students should be able to understand and utilize cultural patterns and business practices in the region of study.											
INT 210 International Trade	3	0	0	0	3						
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2002*03											
This course covers international business trade practices and foreign market research. Emphasis											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
INDUSTRIAL SCIENCE											
ISC 110 Workplace Safety		1	0	0	1	OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.					
<i>Prerequisites: None Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.											
ISC 111 Quality Control		2	0	0	2	INTERNET TECHNOLOGIES					
<i>Prerequisites: None Corequisites: None</i>						ITN 150 Internet Protocols		2	2	0	3
<i>Effective Term: 2005*02</i>						<i>Prerequisites: None Corequisites: None</i>					
This course provides training in inspection, gaging methods, and statistical process control concepts. Topics include special gage design, production gaging, inspection, and statistical process control concepts. Upon completion, students should be able to design and use custom gaging and apply statistical process control concepts.						<i>Effective Term: 1999*03</i>					
ISC 112 Industrial Safety		2	0	0	2	This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET and PING. Upon completion, the student will be able to use the protocols as they pertain to the Internet, as well as set-up and maintain these protocols. Effective Fall 2007 course will no longer be offered.					
<i>Prerequisites: None Corequisites: None</i>						ITN 160 Principles of Web Design					
<i>Effective Term: 2005*03</i>						See advisor for course update.					
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.						ITN 170 Intro to Internet Databases					
ISC 113 Industrial Specifications		1	0	0	1	See advisor for course update.					
<i>Prerequisites: None Corequisites: None</i>						ITN 210 Advanced Web Graphics					
<i>Effective Term: 1997*02</i>						2 2 0 3					
This course introduces industrial specifications. Emphasis is placed on using machinist reference materials. Upon completion, students should be able to use and interpret charts and data found in reference materials.						<i>Prerequisites: ITN 110 Corequisites: None</i>					
ISC 115 Construction Safety		2	0	0	2	<i>Effective Term: 1999*03</i>					
<i>Prerequisites: None Corequisites: ELC 113</i>						This course is the second of two courses covering web graphics. Topics include graphics acquisition using scanners and digital cameras, graphics optimization, use of masks, advanced special effects, GIF animation and other related topics. Upon completion, students should be able to create graphics that are optimized for size and graphic file type, properly converted from digitized sources and create useful animated graphics. Effective Fall 2007 course will no longer be offered.					
<i>Effective Term: 1997*02</i>						ITN 230 Intranets					
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds and above/below ground work based on						2 2 0 3					
						<i>Prerequisites: WEB 230 Corequisites: None</i>					
						<i>Effective Term: 2006*01</i>					
						This course covers the setting up of Intranets. Topics include selection of server hardware and software, selection of client applications, security, conversion of existing data to Web based formats, Intranet applications and administration. Upon completion, students should be able to set up a corporate or institutional Intranet.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
ITN 240 Internet Security											
See advisor for course update.						standards. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
ITN 260 Intro to E-Commerce						JOU 217* Feature/Editorial Writing					
See advisor for course update.											
ITN 285 Emerging Technologies	2	2	0	0	3	<i>Prerequisites: ENG 111 Corequisites: None</i>		2	2	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Effective Term: 2004*03</i>					
<i>Effective Term: 1999*03</i>						<i>This course covers the basics of persuasive writing for community newspapers and other print media. Emphasis is placed on writing features, reviews, and editorials including audience analysis, appropriate language, effective supporting details, completeness, and accuracy. Upon completion, students should be able to write effective feature stories, reviews, and editorials. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i></i>					
<i>This course will expose students to emerging technologies in the field of Internet Technologies. Emphasis is placed on the new technologies in the Internet related field. Upon completion, students should be aware of the emerging technologies of Internet related field. Upon completion, students should be aware of the emerging technologies of Internet Technologies. Effective Fall 2007course will no longer be offered. See advisor for course update.</i>											
JOURNALISM						LEGAL EDUCATION					
JOU 110* Intro to Journalism	3	0	0	0	3	LEX 110 Intro to Paralegal Study	2	0	0	0	2
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>Effective Term: 1997*02</i>						<i>Effective Term: 2006*03</i>					
<i>This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i></i>						<i>This course introduces the paralegal profession and the legal system and an emphasis is placed on the role of professional and legal ethics. Topics include regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge and ethics required of paralegals.</i>					
JOU 216* Writing for Mass Media	2	2	0	0	3	LEX 120 Legal Research/ Writing I		2	2	0	3
<i>Prerequisites: ENG 111 or JOU 110</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>Corequisites: None</i>						<i>Effective Term: 1997*02</i>					
<i>Effective Term: 2007*01</i>						<i>This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.</i>					
<i>This course is an introduction to news writing for newspapers and other print media including the techniques of news gathering, reporting, and interviewing. Emphasis is placed on basic methods of gathering information, conducting interviews, organizing a story, writing leads, writing clear, concise copy, and upon developing research skills. Upon completion, students should be able to write clear, concise, accurate, complete, balanced and readable news stories according to guidelines set by industry</i>											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
LEX 121 Legal Research/ Writing II	2	2	0	0	3	LEX 150 Commercial Law I	2	2	0	0	3
<i>Prerequisites: LEX 120 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2000*03					
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.						This course covers legally enforceable agreements, forms of organization and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases and related documents, and selection and implementation of business organization forms, sales and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents and understand the role of commercial paper.					
LEX 130 Civil Injuries	3	0	0	0	3	LEX 151 Commercial Law II	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: LEX 150 Corequisites: None</i>					
Effective Term: 2000*03						Effective Term: 2000*03					
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies and damages. Upon completion, students should be able to recognize, explain and evaluate elements of civil injuries and related defenses.						This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.					
LEX 140 Civil Litigation I	3	0	0	0	3	LEX 160 Criminal Law & Procedure	2	2	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2000*03						Effective Term: 1997*02					
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure, and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.						This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.					
LEX 141 Civil Litigation II	2	2	0	0	3	LEX 210 Real Property I	3	0	0	0	3
<i>Prerequisites: LEX 140 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2000*03						Effective Term: 2000*03					
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.						This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings and other related topics. Upon completion, students should be able to identify estates,					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
forms of deeds, requirements for recording and procedures to enforce rights to real property.						Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence and other related topics. Upon completion, students should be able to interview clients, gather information and draft documents related to family law.					
LEX 211 Real Property II		1	4	0	3	LEX 250 Wills, Estates, & Trusts	2	2	0	3	
<i>Prerequisites:</i> LEX 210 <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms and prepare disbursement reconciliation.						This course covers various types of wills, trusts, probate, estate administration and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation and explain terms regarding trusts.					
LEX 214 Investigat & Trial Prep		1	4	0	3	LEX 260 Bankruptcy & Collections		3	0	0	3
<i>Prerequisites:</i> None <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
Effective Term: 2000*03						Effective Term: 2006*01					
This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.						This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens and collection of judgments.					
LEX 220 Corporate Law		2	0	0	2	LEX 270 Law Office Mgt/Technology		1	2	0	2
<i>Prerequisites:</i> None <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
Effective Term: 1997*02						Effective Term: 2000*03					
This course covers the legal aspects of forming, operating and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.						This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress and supervise non-lawyer personnel.					
LEX 240 Family Law		3	0	0	3						
<i>Prerequisites:</i> None <i>Corequisites:</i> None											
Effective Term: 2000*03											
This course covers laws governing domestic relations.											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
LEX 280 Ethics & Professionalism											
2 0 0 2											
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2000*03											
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.											
LEX 283 Investigation											
1 2 0 2											
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2000*03											
This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/accident records, sketch scenes and prepare exhibits.											
LEX 286 Medical Evidence Analysis											
1 2 0 2											
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2003*03											
This course is designed to teach reading and analyzing medical records for legal evaluation of bodily injury and disability claims. Emphasis is placed on terminology, identifying, obtaining and reviewing medical records and study of the major systems of the human body. Upon completion, students will be able to compile, analyze and organize medical documents to support or disprove injury claims.											
LEX 287 CLA Review Seminar											
2 0 0 2											
<i>Prerequisites: LEX 210 Corequisites: None</i>											
Effective Term: 2006*01											
This course is designed to prepare students for voluntary national certification sponsored by the National Association of Legal Assistants to demonstrate significant competencies in paralegalism. Topics include Communications,											
						Ethics, Human Relations, Interviewing Techniques, Judgment and Analytical Analysis, Legal Research, Legal Terminology, General Law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are eligible to take the NALA's Certified Legal Assistant Exam.					
LOGISTICS											
LOG 110 Introduction to Logistics						3 0 0 3					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.											
LOG 120 Global Logistics						3 0 0 3					
<i>Prerequisites: LOG 110 Corequisites: None</i>											
Effective Term: 1997*02											
This course examines logistics operations, processes and modes of transportation in an interdependent world economy. Emphasis is placed on freight forwarding operations, analyzing and selecting transportation modes and processing of import/export documentation. Upon completion, students should be able to arrange and coordinate the transportation of products globally. This course is a unique concentration requirement of the Logistics Management concentration in the Business Administration program.											
LOG 125 Transportation Logistics						3 0 0 3					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 2007*01											
This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
LOG 210 Fleet Management	3	0	0	0	3	placed on negotiating price and service requirements in the movement of goods, identifying areas of carrier liability and the methods for processing claims. Upon completion, students should be able to compare common carriers and company operated transportation for service and cost, interpret pricing structures and determine carrier liability. This course is a unique concentration requirement of the Logistics Management concentration in the Business Administration program.					
<i>Prerequisites: LOG 110 Corequisites: None</i>											
Effective Term: 1997*02											
This course covers the management of transportation, fleet operations and safety. Emphasis is placed on DOT safety regulations in the hiring, training and supervision of drivers in transportation. Upon completion, students should be able to write a safety program for drivers involved in interstate commerce following DOT regulations.											
LOG 215 Supply Chain Management	3	0	0	0	3	LOG 235 Import/Export Management	3	0	0	0	3
<i>Prerequisites: LOG 110 Corequisites: None</i>						<i>Prerequisites: LOG 125 Corequisites: None</i>					
Effective Term: 2001*03						Effective Term: 2007*03					
This course covers all activities involved in the flow of products and information between the suppliers, customers, producers and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units, describe the materials management processes and prepare for the APICS CPIM examination.						This course examines the functions of traffic management and the effects of various traffic activities on an organization's supply chain. Emphasis is placed on the different staff functions of traffic management and current issues facing transportation managers. Upon completion, students should be able to perform transportation service provider comparisons and describe the impact of managerial traffic decisions to total supply chain costs.					
LOG 220 Logistics Management	3	0	0	0	3	LOG 240 Purchasing Logistics	3	0	0	0	3
<i>Prerequisites: LOG 110 Corequisites: None</i>						<i>Prerequisites: LOG 110 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2001*03					
This course covers the management of the movement and storage of goods and analysis of total costs involved. Emphasis is placed on the monitoring of inventory using automated systems, managing the storage function, warehousing and distribution. Upon completion, students should be able to describe warehousing and facility layouts, identify material handling methods and apply inventory control procedures. This course is a unique concentration requirement of the Logistics Management concentration in the Business Administration program.						This course covers the various aspects of purchasing and their impact on materials management, supply chain, transportation and global logistics processes. Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with internal logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems.					
LOG 230 Transportation Management	3	0	0	0	3	LOG 250 Advanced Global Logistics	3	2	0	0	4
<i>Prerequisites: LOG 110 Corequisites: None</i>						<i>Prerequisites: LOG 125 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2001*03					
This course covers the function of shippers and carriers in the transportation industry. Emphasis is						This course covers the advanced application of global operations and logistics strategies, planning, technology, risk and management necessary to cope with the global business environment. Emphasis					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

is placed on an in-depth understanding of global sourcing, shipping, tracking and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions.

MACHINING

MAC 111 Machining Technology I 2 12 0 6

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning and milling.

MAC 112 Machining Technology II 2 12 0 6

Prerequisites: MAC 111 Corequisites: None

Effective Term: 1997*02

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning and milling.

MAC 113 Machining Technology III 2 12 0 6

Prerequisites: MAC 112 Corequisites: None

Effective Term: 1997*02

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 122 CNC Turning 1 3 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the programming, setup and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling 1 3 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces the manual programming, setup and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 151 Machining Calculations 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 214 Machining Technology IV 2 12 0 6

Prerequisites: MAC 112 Corequisites: None

Effective Term: 1997*02

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gauging and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications. This course is a unique concentration requirement of the Tool, Die and Mold Making concentration in the Machining Technology program.

MAC 241 Jigs & Fixtures I 2 6 0 4

Prerequisites: MAC 112 Corequisites: None

Effective Term: 1997*02

This course introduces the application and use of

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.						MAT 075 Geometry	3	2	0	4	
						<i>Prerequisites: MAT 070 or high-school Algebra I with B or better or acceptable test scores</i>					
						<i>Corequisites: None</i>					
						Effective Term: 1999*03					
MAC 247 Production Tooling	2	0	0	0	2	This course is designed to provide the student with a basic understanding and working knowledge of the fundamentals of plane and solid geometry. Consideration is given to the undefined terms of geometry, geometrical definitions, properties, postulates, theorems, and proofs. Topics include the study of congruence and similarity, parallel lines, triangles, quadrilaterals, polygons, circles, constructions, surface areas, and volumes.					
<i>Prerequisites: MAC 111</i>											
<i>Corequisites: None</i>											
Effective Term: 1997*02											
This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool grades based on manufacturing requirements and troubleshoot carbide tooling problems.											
MATHEMATICS						MAT 080 Intermediate Algebra	3	2	0	4	
Students should begin developmental course work at the appropriate level indicated by the college's placement test.						<i>Prerequisites: MAT 070 or high-school Algebra I with B or better or acceptable test scores</i>					
						<i>Corequisites: RED 080 or ENG 085</i>					
						Effective Term: 1997*02					
						This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.					
MAT 060 Essential Mathematics	3	2	0	0	4	MAT 090 Accelerated Algebra	3	2	0	4	
<i>Prerequisites: MAT 050 or acceptable test scores</i>						<i>Prerequisites: MAT 060</i>					
<i>Corequisites: None</i>						<i>Corequisites: RED 080 or ENG 085</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.						This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.					
MAT 070 Introductory Algebra	3	2	0	0	4	MAT 101 Applied Mathematics I	2	2	0	3	
<i>Prerequisites: MAT 060 or acceptable test scores</i>						<i>Prerequisites: MAT 060 or above</i>					
<i>Corequisites: RED 080 or ENG 085</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2005*02					
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.						This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement,					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for diploma programs.

MAT 110 Mathematical Measurement

2 2 0 3

Prerequisites: MAT 070 or above or high-school Algebra I with B or better or acceptable test scores
Corequisites: None

Effective Term: 2005*02

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115 Mathematical Models

2 2 0 3

Prerequisites: MAT 070 or above 070 or high-school Algebra I with B or better or acceptable test scores
Corequisites: None

Effective Term: 2005*02

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 120 Geometry and Trigonometry

2 2 0 3

Prerequisites: MAT 070 or above or high-school Algebra I with B or better or acceptable test scores
Corequisites: None

Effective Term: 2005*02

This course introduces the concepts of plane

trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 121 Algebra/

Trigonometry I

2 2 0 3

Prerequisites: MAT 070 or above or high-school Algebra I with B or better or acceptable test scores
Corequisites: None

Effective Term: 2005*02

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/

Trigonometry II

2 2 0 3

Prerequisites: MAT 121 or above

Corequisites: None

Effective Term: 2005*02

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
MAT 140* Survey of Mathematics	3	0	0	0	3	<i>the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
<i>Prerequisites: MAT 080 or higher; or high-school Algebra II with B or better; or acceptable test scores</i>											
<i>Corequisites: None</i>						MAT 151* Statistics I	3	0	0	0	3
<i>Effective Term: 2005*02</i>						<i>Prerequisites: MAT 080 or above; or high-school Algebra II with B or better; or acceptable test scores</i>					
<i>This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>					<i>Corequisites: None</i>						
						<i>Effective Term: 2006*03</i>					
						<i>This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).</i>					
MAT 141* Mathematical Concepts I	3	0	0	0	3						
<i>Prerequisites: MAT 080 or above</i>						MAT 151A* Statistics I Lab	0	2	0	0	1
<i>Corequisites: None</i>						<i>Prerequisites: MAT 080 or above; or high-school Algebra II with B or better; or acceptable test scores</i>					
<i>Effective Term: 2005*02</i>						<i>Corequisites: MAT 151</i>					
<i>This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>					<i>Effective Term: 2005*02</i>						
						<i>This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
MAT 141A* Mathemat Concepts I Lab	0	2	0	0	1						
<i>Prerequisites: MAT 080 or above</i>						MAT 155 Statistical Analysis	3	0	0	0	3
<i>Corequisites: MAT 141</i>						<i>Prerequisites: MAT 080</i>					
<i>Effective Term: 2005*03</i>						<i>Corequisites: None</i>					
<i>This course is a laboratory for MAT 141. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy</i>					<i>Effective Term: 2005*02</i>						
						<i>This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions,</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

MAT 155A Statistics

Analysis Lab

0 2 0 1

Prerequisites: MAT 080 Corequisites: MAT 155

Effective Term: 2005*02

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MAT 161* College Algebra

3 0 0 3

Prerequisites: MAT 080 or above; **or high-school Algebra II with B or better; or acceptable test scores** Corequisites: None

Effective Term: 2005*02

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

MAT 162* College Trigonometry

3 0 0 3

Prerequisites: MAT 161 Corequisites: None

Effective Term: 2000*01

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications

involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

MAT 175* Precalculus

4 0 0 4

Prerequisites: **High-school Trigonometry with B or better** Corequisites: None

Effective Term: 1998*03

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175A* Precalculus Lab

0 2 0 1

Prerequisites: **High-school Trigonometry with B or better** Corequisites: MAT 175

Effective Term: 1998*03

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 223 Applied Calculus

2 2 0 3

Prerequisites: MAT 122 Corequisites: None

Effective Term: 1997*02

This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope,

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.						completion, students should be able to use integration and approximation techniques to solve application problems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>					
MAT 263* Brief Calculus	3	0	0	0	3	MAT 273* Calculus III	3	2	0	4	
<i>Prerequisites: MAT 161 or MAT 175</i>						<i>Prerequisites: MAT 272</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 2005*02						Effective Term: 1997*02					
This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>						This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>					
MAT 271* Calculus I	3	2	0	4		MAT 280* Linear Algebra	3	0	0	3	
<i>Prerequisites: MAT 175</i>						<i>Prerequisites: MAT 271</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>						This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
MAT 272* Calculus II	3	2	0	4		MAT 285* Differential Equations	3	0	0	3	
<i>Prerequisites: MAT 271</i>						<i>Prerequisites: MAT 272</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon						This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MECHANICAL

MEC 110 Intro to CAD/CAM 1 2 0 2

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I 1 4 0 3

Prerequisites: None Corequisites: None

Effective Term: 2005*01

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 112 Machine Processes II 2 3 0 3

Prerequisites: MEC 111 Corequisites: None

Effective Term: 1997*02

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

MEC 130 Mechanisms 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2002*03

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon

completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 172 Intro to Metallurgy 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 1997*02

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images and other phenomena concerning the behavior of metals.

MEC 180 Engineering Materials 2 3 0 3

Prerequisites: None Corequisites: None

Effective Term: 2005*01

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 237 Instr and Control Systems 3 2 0 4

Prerequisites: None Corequisites: None

Effective Term: 2005*01

This course covers basic principles of instrumentation and control systems. Emphasis is placed upon the application of electrical, electronic, and pneumatic instruments and control systems in mechanical systems. Upon completion, students should be able to understand the application of switches, sensors, transducers, and other control components in circuits for controlling motors, servomechanisms, and other mechanical devices.

MEC 251 Statics 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2005*01

This course covers the concepts and principles of

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.						legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. Restricted to MA and MT programs of study.					
MEC 252 Strength of Materials	2	2	0	3		MED 121 Medical Terminology I	3	0	0	3	
<i>Prerequisites:</i> MEC 251 <i>Corequisites:</i> None						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.						This course introduces prefixes, suffixes and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.					
MEDICAL ASSISTING, MEDICAL OFFICE, MEDICAL TRANSCRIPTION						MED 122 Medical Terminology II	3	0	0	3	
MED 110 Orientation to						<i>Prerequisites:</i> MED 121 <i>Corequisites:</i> None					
Med Assist	1	0	0	1		Effective Term: 1997*02					
<i>Prerequisites:</i> None <i>Corequisites:</i> None						This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions and treatment of selected systems. Upon completion, students should be able to pronounce, spell and define medical terms as related to selected body systems and their pathological disorders.					
Effective Term: 1997*02											
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. Restricted to MA program of study.						MED 130 Admin Office Proc I	1	2	0	2	
MED 116 Introduction to A & P	3	2	0	4		<i>Prerequisites:</i> None <i>Corequisites:</i> None					
<i>Prerequisites:</i> None <i>Corequisites:</i> None						Effective Term: 1998*03					
Effective Term: 1998*03						This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. Restricted to MA and MOA degree programs of study. Medical Assisting students should take MED 130 and Medical Office Administration students should take MED 130B. MOA students, see your advisor.					
This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care. Restricted to MA, MOA and MT programs of study.											
MED 118 Medical Law and Ethics	2	0	0	2							
<i>Prerequisites:</i> None <i>Corequisites:</i> None											
Effective Term: 1997*02											
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent and bioethical issues. Emphasis is placed on											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
MED 131 Admin Office Proc II		1	2	0	2	MED 260 MED Clinical Externship		0	0	15	5
<i>Prerequisites: MED 130 Corequisites: None</i>						<i>Prerequisites: MED 131, MED 150, MED 240</i>					
Effective Term: 1998*03						<i>Corequisites: None</i>					
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. Restricted to MA program of study.						Effective Term: 1998*03					
						This course provides the opportunity to apply clinical, laboratory and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Restricted to MA program of study.					
MED 140 Exam Room Procedures I		3	4	0	5	MED 262 Clinical Perspectives		1	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: MED 131, MED 150, MED 240</i>					
Effective Term: 1998*03						<i>Corequisites: None</i>					
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. Restricted to MA program of study.						Effective Term: 1998*03					
						This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. Restricted to MA program of study.					
MED 150 Laboratory Procedures I		3	4	0	5	MED 270 Symptomatology		2	2	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1998*03					
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. Restricted to MA program of study.						This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific disease, recognize emergency situations and take appropriate actions. Restricted to MA and MT programs of study.					
MED 240 Exam Room Procedures II		3	4	0	5	MED 272 Drug Therapy		3	0	0	3
<i>Prerequisites: MED 140 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2001*03					
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. Restricted to MA program of study.						This course focuses on major drug groups, including their side effects, interactions, methods of administration and proper documentation. Emphasis					

Course Title	Hours Per Week	Cl	Lb	Cn	Gr	Course Title	Hours Per Week	Cl	Lb	Cn	Gr
<p>is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of and document the most commonly used medications in a physician's office. Restricted to MA, MOA and MT programs of study.</p>						<p>MKT 223 Customer Service 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.</p>					
<p>MED 276 Patient Education 1 2 0 2 <i>Prerequisites: MED 131, MED 150, MED 240</i> <i>Corequisites: None</i> Effective Term: 1998*03 This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively and act as a liaison between the patient and community agencies. Restricted to MA programs of study.</p>						<p>MKT 224 International Marketing 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.</p>					
<p>MARKETING MKT 120 Principles of Marketing 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course introduces principles and problems of marketing goods and services. Topics include promotion, placement and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.</p>						<p>MEDICAL LABORATORY MLT 110** Intro to MLT 2 3 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03 This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.</p>					
<p>MKT 123 Fundamentals of Selling 3 0 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.</p>						<p>MLT 111** Urinalysis & Body Fluids 1 3 0 2 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03 This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.</p>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
MLT 120** Hematology/ Hemostasis I		3	3	0	4	media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.					
<i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03						MLT 215** Professional Issues	1	0	0	1	
This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques and correlate laboratory findings with disorders.						<i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03					
MLT 125** Immunohematology I	4	3	0	5		This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.					
<i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03						MLT 216** Professional Issues	0	2	0	1	
This course introduces the immune system and response; basic concepts of antigens, antibodies and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.						<i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03					
MLT 130** Clinical Chemistry I	3	3	0	4		This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.					
<i>Prerequisites: CHM 130 Corequisites: None</i> Effective Term: 1998*03						MLT 220** Hematology/ Hemostasis II		2	3	0	3
This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques and correlate laboratory findings with disorders.						<i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03					
MLT 140** Intro to Microbiology	2	3	0	3		This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.					
<i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03						MLT 240** Special Clin Microbiology		2	3	0	3
This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques and usage of common						<i>Prerequisites: MLT 140 Corequisites: None</i> Effective Term: 1997*02					
						This course is designed to introduce special					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<p>techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.</p>						<p>MNT 111 Maintenance Practices 2 2 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 2002*03 This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.</p>					
<p>MLT 251** MLT Practicum I 0 0 3 1 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03 This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.</p>						<p>MNT 120 Industrial Wiring Methods 1 3 0 2 <i>Prerequisites: None Corequisites: None</i> Effective Term: 2002*03 This course is designed to prepare the student to install industrial wiring systems in accordance with the NEC and industry practices. Emphasis is placed on the use and installation of raceways, conductors, enclosures, and other devices typically used in industry. Upon completion, students should be able to safely install simple industrial branch and feeder circuits.</p>					
<p>MLT 267** MLT Practicum II 0 0 24 8 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03 This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.</p>						<p>MNT 130 Control Systems 2 4 0 4 <i>Prerequisites: None Corequisites: None</i> Effective Term: 2002*03 This course introduces industrial control systems which include devices such as motor controls, programmable logic controllers (PLCs), and other control components. Topics include schematics and ladder logic structures, related to PLCs, I/O identification, equipment interface, motor controls, and other electrical control devices. Upon completion, students should be able to safely install, maintain, troubleshoot and repair electrical control systems.</p>					
<p>MLT 275** MLT Practicum III 0 0 15 5 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1998*03 This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.</p>						<p>MNT 131 Metalworking Processes 2 3 0 3 <i>Prerequisites: None Corequisites: None</i> Effective Term: 2005*01 This course introduces the standard practices that are found in a metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and</p>					
<p>MAINTENANCE MNT 110 Intro to Maint Procedures 1 3 0 2 <i>Prerequisites: None Corequisites: None</i> Effective Term: 1997*02 This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.</p>											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.											
MNT 160 Industrial Fabrication	1	3	0	0	2	MRI 213 MRI Patient Care & Safety	2	0	0	0	2
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None</i>					
Effective Term: 2002*03						<i>Corequisites: MRI 216, MRI 250</i>					
This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.						Effective Term: Pending State Board Approval					
						This course covers magnetic field safety issues concerning patients and other healthcare personnel. Emphasis is placed on screening skills, biological magnetic field effects, and the management of an MR facility. Upon completion, the student should be able to demonstrate a safe MR environment for patients and all personnel.					
MAGNETIC RESONANCE IMAGING						MRI 214 MRI Procedures I	2	0	0	0	2
MRI 210 MRI Physics and Equipment	3	0	0	0	3	<i>Prerequisites: None Corequisites: MRI 217, MRI 241, MRI 260</i>					
<i>Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program</i>						Effective Term: Pending State Board Approval					
<i>Corequisites: None</i>						This course introduces scan procedures for the central nervous and musculoskeletal systems with MRI imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the central nervous and musculoskeletal systems.					
Effective Term: 1998*03											
This course covers the physical principles of image formation, data acquisition and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition and image processing in magnetic resonance imaging.											
MRI 211 MRI Procedures	4	0	0	0	4	MRI 215 MRI Procedures II	2	0	0	0	2
<i>Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program</i>						<i>Prerequisites: MRI 214 Corequisites: MRI 218, MRI 242, MRI 270</i>					
<i>Corequisites: None</i>						Effective Term: Pending State Board Approval					
Effective Term: 1998*03						This course provides advanced scan procedures for the neck, chest, abdomen, and pelvic systems with MR imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the chest, abdomen, and pelvic systems.					
This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.											
						MRI 216 MRI Instrumentation 2 0 0 2					
						<i>Prerequisites: None</i>					
						<i>Corequisites: MRI 213, MRI 250</i>					
						Effective Term: Pending State Board Approval					
						This course covers instrumentation utilized to produce the magnetic fields allowing MRI imaging to take place. Emphasis will be placed on equipment operations and use, inclusive of the static field.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
gradient fields, and the radiofrequency fields. Upon completion, the student should be able to demonstrate an understanding of the utilization of all MRI equipment in an MRI facility.						Effective Term: 1998*03 This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.					
MRI 217 MRI Physics I	2	0	0	0	2	MRI 240 Quality Assurance	2	0	0	0	2
<i>Prerequisites:</i> MRI 216						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
<i>Corequisites:</i> MRI 214, MRI 241, MRI 260						Effective Term: 1998*03					
Effective Term: Pending State Board Approval						This course integrates aspects of MRI as practiced in the classroom and clinical settings. Emphasis is placed on study skills, quality assurance, and content specifications of the ARRT advanced level exam. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT exam.					
This course is designed to cover the basic physics fundamentals of magnetic resonance imaging. Emphasis is placed on the historical development, basic imaging principles, and use of basic scan parameters and pulse sequences. Upon completion, the student should be able to demonstrate an understanding of the basic fundamentals of magnetic resonance.											
MRI 218 MRI Physics II	2	0	0	0	2	MRI 241 MRI Anatomy & Path I	2	0	0	0	2
<i>Prerequisites:</i> MRI 217						<i>Prerequisites:</i> None					
<i>Corequisites:</i> MRI 215, MRI 242, MRI 270						<i>Corequisites:</i> MRI 214, MRI 217, MRI 260					
Effective Term: Pending State Board Approval						Effective Term: Pending State Board Approval					
This course is designed to cover the advanced physics concepts of magnetic resonance imaging. Emphasis is placed on advanced imaging parameters and techniques, angiography methods, image artifacts, and quality control. Upon completion, the student should be able to demonstrate an understanding of the advanced physics concepts of magnetic resonance imaging.						This course covers anatomical and pathological information about the components of the central nervous and musculoskeletal system. Emphasis is placed upon identification of anatomy and pathology on MRI images of the central nervous and musculoskeletal systems. Upon completion, the student should be able to identify anatomy and pathology of the central nervous and musculoskeletal systems.					
MRI 224 MRI Clinical Practicum	0	0	12	4		MRI 242 MRI Anatomy & Path II	2	0	0	0	2
<i>Prerequisites:</i> Enrollment in CT/MRI diploma or MRI certificate program						<i>Prerequisites:</i> MRI 241					
<i>Corequisites:</i> None						<i>Corequisites:</i> MRI 215, MRI 218, MRI 270					
Effective Term: 1998*03						Effective Term: Pending State Board Approval					
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.						This course covers anatomical and pathological information about the components of the neck, chest, abdomen, and pelvic systems. Emphasis is placed upon identification of anatomy and pathology on MRI images of the neck, chest, abdomen, and pelvic systems. Upon completion, the student should be able to identify anatomy and pathology of the neck, chest, abdomen, and pelvic systems.					
MRI 228 MRI Clinical Practicum	0	0	24	8							
<i>Prerequisites:</i> MRI 226, MRI, 228, MRI 231 or enrollment in CT/MRI diploma or MRI certificate program											
<i>Corequisites:</i> None											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
MRI 250 MRI Clinical Ed I	0	0	12	4		should be able to demonstrate knowledge required of any entry level MR technologist.					
<i>Prerequisites: None</i>											
<i>Corequisites: MRI 213, MRI 216</i>											
Effective Term: Pending State Board Approval						THERAPEUTIC MASSAGE					
This course provides experience in the MR clinical setting with attention to basic MR scan procedures.						MTH 110 Fundamentals of					
Emphasis is placed on patient care, screening, contrast administration, and manipulation of MR equipment. Upon completion, students should be able to demonstrate selected MR procedures/ techniques in the areas of patient screening, contrast administration, and manipulation of MR equipment.						Massage	6	12	0	10	
						<i>Prerequisites: ENG 090, MAT 060</i>					
						<i>Corequisites: None</i>					
						Effective Term: 2005*03					
						This course introduces concepts basic to the role of the massage therapist. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.					
MRI 260 MRI Clinical Ed II	0	0	21	7		MTH 120 Ther Massage					
<i>Prerequisites: MRI 250</i>						Applications	6	12	0	10	
<i>Corequisites: MRI 214, MRI 217, MRI 241</i>						<i>Prerequisites: MTH 110 Corequisites: None</i>					
Effective Term: Pending State Board Approval						Effective Term: 2005*03					
This course provides advanced experience in the MR clinical setting with attention to central nervous and musculoskeletal system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to central nervous and musculoskeletal system imaging. Upon completion, students should be able to demonstrate selected MR procedures/techniques as they relate to the central nervous system and musculoskeletal imaging.						This course provides an expanded knowledge and skill base for the massage therapist. Emphasis is placed on selected therapeutic approaches throughout the life span. Upon completion, students should be able to perform entry level therapeutic massage on various populations.					
						MTH 125 Ethics of Massage	2	0	0	2	
MRI 270 MRI Clinical Ed III	0	0	24	8		<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: MRI 260</i>						Effective Term: 2005*03					
<i>Corequisites: MRI 215, MRI 218, MRI 242</i>						This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/ therapist relationships as well as ethical issues.					
Effective Term: Pending State Board Approval						MTH 210 Adv Skills of Massage	4	12	0	8	
This course provides additional advanced experience in the MR clinical setting with attention to neck, chest, abdomen, and pelvic system imaging.						<i>Prerequisites: MTH 120 Corequisites: None</i>					
Emphasis is placed on demonstration of methods of data acquisition with respect to neck, chest, abdomen, and pelvic system imaging. Upon completion, students should be able to demonstrate selected MR procedures/techniques that are used in neck, chest, abdomen, and pelvic system imaging.						Effective Term: 2005*03					
						This course provides knowledge and skills in diverse body work modalities. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.					
MRI 271 MRI Capstone	1	0	0	1							
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: Pending State Board Approval											
This course provides experience using problem solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
MTH 220 Outcome-Based Massage	4	9	0	7		performers within their respective eras. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
<i>Prerequisites: MTH 120 Corequisites: None</i> Effective Term: 2005*03						MUS 211* History of Country Music	3	0	0	3	
This course provides knowledge and skills in more complex body work modalities. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered.						<i>Prerequisites: RED 090 Corequisites: None</i> Effective Term: 1997*02					
MUSIC						This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
MUS 110* Music Appreciation	3	0	0	3		NANOTECHNOLOGY					
<i>Prerequisites: RED 090 Corequisites: None</i> Effective Term: 1997*02						NAN 111 Intro to Nanotechnology	3	0	0	3	
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>						<i>Prerequisites: None Corequisites: None</i> Effective Term: 2004*03					
MUS 112* Introduction to Jazz	3	0	0	3		This course introduces current technology, products, and careers in nanotechnology. Topics include length scales, material properties, techniques of characterization and fabrication, and economic forces. Upon completion, students should be able to investigate, describe, and report on devices and concepts of contemporary nanotechnology.					
<i>Prerequisites: RED 090 Corequisites: None</i> Effective Term: 1997*02						NAN 112 Fundamentals of Nanosci	3	0	0	3	
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>						<i>Prerequisites: CHM 151 and BIO 111</i> <i>Corequisites: PHY 131</i> Effective Term: 2004*03					
MUS 210* History of Rock Music	3	0	0	3		This course is designed to describe the behavior of matter at both the atomic and macroscopic levels by bringing together the sciences of biology, chemistry, and physics at the nanoscopic level. Topics to be surveyed include polymers, thermodynamics, spectra, quantum physics, biochemistry, and DNA. Upon completion, students should be able to investigate, describe and report on the scientific fundamentals of nanoscience.					
<i>Prerequisites: RED 090 Corequisites: None</i> Effective Term: 1999*03											
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
NAN 131 Materials, Safety, & Equip		2	0	0	2	mechanical, electrical, and optical properties; and testing methods including thermal conductivity, ellipsometry, and time-of-flight charge carrier mobility. Upon completion, students should be able to complete independent laboratory projects on nanoscopic surface characterization and create reports including explanations of both theory and procedures.					
<i>Prerequisites:</i> NAN 112 <i>Corequisites:</i> None						NAN 243 Atomic-Force Microscopy		3	2	0	4
Effective Term: 2004*03						<i>Prerequisites:</i> NAN 131 <i>Corequisites:</i> None					
This course is designed to prepare students to safely process materials in the nanotechnology laboratory. Topics include materials including substrates, liquids, and cells; hazards from fumes, contamination, and mixing, and inhalation; and atomic-force and electron microscopes and fabrication equipment. Upon completion, students should be able to demonstrate an understanding of properties of materials, the procedures employed to address hazards, and the operation of specified equipment.						Effective Term: 2004*03					
NAN 132 Controlled Materials		2	0	0	2	This course provides experience characterizing and mapping the surfaces of materials on the nanoscopic scale with atomic force microscopes (AFM). Topics include qualitative and quantitative mapping of surface properties, computer visualization techniques, and atomic surface modification. Upon completion, students should be able to complete independent laboratory projects on nanoscopic surface characterization and create reports including explanations of both theory and procedures.					
<i>Prerequisites:</i> NAN 131 <i>Corequisites:</i> None						NAN 244 Electron Microscopy		3	2	0	4
Effective Term: 2004*03						<i>Prerequisites:</i> NAN 131 <i>Corequisites:</i> None					
This course address issues concerning long-range effects of applications of the creation, application, and implementation of nanotechnology. Topics include EPA regulation, animal models, human tests, and disease. Upon completion, students should be able to investigate, describe, and report on the environmental impact of regulated materials.						Effective Term: 2004*03					
NAN 241 Nanofab of Mixtures		3	2	0	4	This course provides experience characterizing and mapping the surfaces of materials on the nanoscopic scale with electron microscopes. Topics include qualitative and quantitative mapping of surface properties scanning electron microscopes (SEM) and transmission electron microscopes (TEM). Upon completion, students should be able to complete independent laboratory projects on nanoscopic surface characterization and create reports including explanations of both theory and procedures.					
<i>Prerequisites:</i> NAN 131 <i>Corequisites:</i> None						NETWORKING TECHNOLOGY					
Effective Term: 2004*03						NET 110 Networking Concepts		2	2	0	3
This course provides experience with mixing nanoparticles into macroscopic samples to create value-added products. Topics include blending nanoparticles into mixtures and testing methods including: shear and tensile strength, elastic moduli, thermal and electrical transport, thermal gravitational analysis, and optical techniques. Upon completion, students should be able to complete independent laboratory projects on nanoscopic surface characterization and create reports including explanations of both theory and procedures.						<i>Prerequisites:</i> None <i>Corequisites:</i> None					
NAN 242 Nanofab of Thin Films		3	2	0	4	Effective Term: 2006*01					
<i>Prerequisites:</i> NAN 131 <i>Corequisites:</i> None						This course introduces students to the networking field. Topics include network terminology and protocols, localarea networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks					
Effective Term: 2004*03											
This course provides experience with coating surfaces with thin films of nanoparticles to create value-added products. Topics include phase transitions, growth of crystal and amorphous materials; structural,											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.						configurations, advanced LAN switching theory and design, VLANs, Novell IPX and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation and advanced switching methods. Upon completion, students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN. This is the third of four semesters of the Cisco CCNA certification program.					
NET 125 Networking Basics		1	4	0	3	NET 226 Routing & Switching II		1	4	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: NET 225 Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.						This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.					
NET 126 Routing Basics		1	4	0	3	NET 240 Network Design		3	0	0	3
<i>Prerequisites: NET 125 Corequisites: None</i>						<i>Prerequisites: NET 110 or NET 125</i>					
Effective Term: 2006*01						<i>Corequisites: None</i>					
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.						Effective Term: 2006*01					
NET 175 Wireless Technology		2	2	0	3	NET 270 Building Scalable Networks		1	4	0	3
<i>Prerequisites: NET 110 or NET 125</i>						<i>Prerequisites: NET 226 Corequisites: None</i>					
<i>Corequisites: None</i>						Effective Term: 2006*01					
Effective Term: 2006*01						This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and					
This course introduces the student to wireless technology and inoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.											
NET 225 Adv Router & Switching I		1	4	0	3						
<i>Prerequisites: NET 126 Corequisites: None</i>											
Effective Term: 2006*01											
This course introduces advanced router											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

improve traffic flow, reliability, redundancy, and performance in enterprise networks.

NET 271 Remote Access Networks

Prerequisites: NET 226 *Corequisites:* None

Effective Term: 2006*01

This course covers how to build a remote access network to interconnect central sites to branch offices, home offices, and telecommuters. Topics include enabling on-demand/ permanent connections to the central site, scaling and troubleshooting remote access networks, and maximizing bandwidth utilization over remote links. Upon completion, students should be able to assemble and configure equipment, establish WAN connections, enable protocols/technologies, allow traffic between sites, and implement accessible access control.

NET 272 Multi-Layer Networks

Prerequisites: NET 226 *Corequisites:* None

Effective Term: 2006*01

This course covers building campus networks using multi-layer switching technologies over a high-speed Ethernet. Topics include improving IP routing performance with multi-layer switching, implementing fault tolerance routing, and managing high bandwidth broadcast while controlling IP multi-cast access to networks. Upon completion, students should be able to install and configure multi-layer enterprise networks and determine the required router configurations to support new services and applications.

NET 273 Internetworking Support

Prerequisites: NET 226 *Corequisites:* None

Effective Term: 2006*01

This course covers how to baseline and troubleshoot and internetworking environment using routers and switches for multi-protocol client, host and servers. Topics include troubleshooting processes, routing and routed protocols, campus switching; and WAN troubleshooting. Upon completion, students should be able to troubleshoot Ethernet, Fast Ethernet, and Token Ring LANs; and Serial, Frame Relay, and ISDN connections.

NET 289 Networking Project

Prerequisites: None *Corequisites:* NET 226

Effective Term: 2006*01

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

NUCLEAR MEDICINE

NMT 110 Intro to Nuclear Medicine

Prerequisites: Enrollment in the Nuclear

Medicine program *Corequisites:* None

Effective Term: 1998*03

This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct.

NMT 110A Intro to Nuc Med Lab

Prerequisites: Enrollment in the Nuclear

Medicine program *Corequisites:* NMT 110

Effective Term: 1998*03

This course is a laboratory to accompany NMT 110. Emphasis is placed on laboratory experiences that enhance material presented in NMT 110. Upon completion, students should be able to apply the laboratory experiences to the material presented in NMT 110.

NMT 126 Nuclear Physics

Prerequisites: NMT 110 *Corequisites:* None

Effective Term: 1997*02

This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
of radionuclides with emphasis on radionuclide generators and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.						ensure minimum exposure of patients, co-workers and self to ionizing radiation. Topics include interactions of radiation with matter; protective practices, state and federal regulatory agencies and their directives and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of the regulations and practices presented in the course.					
NMT 128 Stats for Nuc Med Tech	1	3	0	0	2	NMT 211 NMT Clinical Practice I	0	0	21	7	
<i>Prerequisites:</i> NMT 110 <i>Corequisites:</i> None						<i>Prerequisites:</i> NMT 132 <i>Corequisites:</i> None					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces basic probability, descriptive statistics and the application of statistics to nuclear medicine. Emphasis is placed on measurement of central tendency and dispersion, probability distributions, quality control procedures, population parameter estimation and nuclear counting statistics. Upon completion, students should be able to demonstrate skill in determination of population parameters and decision making based on population parameters.						This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.					
NMT 132 Overview-Clinical						NMT 212 Proc for Nuclear Med I	2	0	0	0	2
Nuc Med		2	0	6	4	<i>Prerequisites:</i> NMT 132 <i>Corequisites:</i> None					
<i>Prerequisites:</i> NMT 110 <i>Corequisites:</i> None						Effective Term: 1997*02					
Effective Term: 1997*02						This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.					
This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.											
NMT 134 Nuclear Pharmacy	2	0	0	0	2	NMT 212A Proc for Nuc					
<i>Prerequisites:</i> NMT 110 <i>Corequisites:</i> None						Med I Lab		0	3	0	1
Effective Term: 1997*02						<i>Prerequisites:</i> NMT 132 <i>Corequisites:</i> NMT 212					
This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.						Effective Term: 1997*02					
NMT 136 Health Physics	2	0	0	0	2	This course is a laboratory to accompany NMT 212. Emphasis is placed on experiences that enhance material presented in NMT 212. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 212.					
<i>Prerequisites:</i> NMT 110 <i>Corequisites:</i> None						NMT 214 Radiobiology	2	0	0	0	2
Effective Term: 1997*02						<i>Prerequisites:</i> NMT 132 <i>Corequisites:</i> None					
This course covers the regulations and practices that						Effective Term: 1997*02					
						This course covers the principles of radiation biology. Emphasis is placed on a system's sensitivity to					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
radiation, radiation pathology and the biological effects of radiation. Upon completion, students should be able to demonstrate an understanding of the effects of radiation in nuclear medicine.						acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.					
NMT 215 Non-Imaging Instrument	1	3	0	0	2	NMT 222A Proc for Nuc Med II Lab	0	3	0	0	1
<i>Prerequisites: NMT 132 Corequisites: None</i>						<i>Prerequisites: NMT 132 Corequisites: NMT 222</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.						This course is a laboratory to accompany NMT 222. Emphasis is placed on experiences that enhance material presented in NMT 222. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 222.					
NMT 218 Computers in Nuc Med	2	0	0	0	2	NMT 224 In Vitro Procedures	2	0	0	0	2
<i>Prerequisites: NMT 132 Corequisites: None</i>						<i>Prerequisites: NMT 132 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented.						This course introduces the area of in vitro nuclear medicine. Emphasis is placed on laboratory skills; selected aspects of chemistry, biochemistry and immunology; procedures for common assays; and laboratory safety. Upon completion, students should be able to demonstrate an understanding of the concepts presented.					
NMT 221 NM Clinical Practice II	0	0	0	21	7	NMT 225 Imaging Instrumentation	1	3	0	0	2
<i>Prerequisites: NMT 132 Corequisites: None</i>						<i>Prerequisites: NMT 132 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.						This course covers the operations of various imaging equipment used in nuclear medicine. Emphasis is placed on planar and SPECT gamma cameras. Upon completion, students should be able to safely operate and evaluate performance characteristics of the equipment discussed in the course.					
NMT 222 Proc for Nuclear Med II	2	0	0	0	2	NETWORK OPERATING SYSTEM NOS 110 Operating System Concepts	2	3	0	0	3
<i>Prerequisites: NMT 132 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2006*01					
This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data						This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.						include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.					
NOS 120 Linux/UNIX Single User	2	2	0	3		NOS 221 Linux/UNIX Admin II	2	2	0	3	
<i>Prerequisites: NOS 110 Corequisites: None</i>						<i>Prerequisites: NOS 220 Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.						This course includes skill-building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements.					
NOS 130 Windows Single User	2	2	0	3		NOS 222 Linux/UNIX Admin III	2	2	0	3	
<i>Prerequisites: NOS 110 Corequisites: None</i>						<i>Prerequisites: NOS 221 Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.						This course includes technical topics in preparing an enterprise Linux system for common uses. Topics include advanced study of hardware, installation, boot process, file system administration, software administration, user administration, system administration, kernel services, configuration, securing services, and troubleshooting. Upon completion, students should be able to administer an enterprise Linux system.					
NOS 149 Operating System - MVS*	2	2	0	3		NOS 230 Windows Admin I	2	2	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: NOS 130 Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course introduces operating systems concepts for MVS* operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, Job Control Language, and support functions. Upon completion, students should be able to perform operating system functions at the support level in an MVS* environment.						This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.					
NOS 220 Linux/UNIX Admin I	2	2	0	3							
<i>Prerequisites: NOS 120 Corequisites: None</i>											
Effective Term: 2006*01											
This course introduces the Linux file system, group administration, and system hardware controls. Topics											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
NOS 231 Windows Admin II	2	2	0	0	3	understanding of nursing process to promote/ maintain/restore optimum health for diverse clients throughout the life span. <i>This is a diploma-level course.</i>					
<i>Prerequisites:</i> NOS 230 <i>Corequisites:</i> None											
Effective Term: 2006*01											
This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment.											
NOS 232 Windows Admin III	2	2	0	0	3	NUR 102 Practical Nursing II	8	0	12	12	
<i>Prerequisites:</i> NOS 231 <i>Corequisites:</i> None						<i>Prerequisites:</i> ACA 111, BIO 165, NUR 101 and PSY 150 <i>Corequisites:</i> None					
Effective Term: 2006*01						Effective Term: 1997*02					
This course covers implementing and administering security in a Windows Server network. Topics include implementing, managing, and trouble shooting security policies, patch management infrastructure, security for network communications, authentication, authorization, and PKI. Upon completion, students should be able to implement, manage, and maintain a Windows Server network infrastructure.						This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. <i>This is a diploma- level course.</i>					
NOS 244 Operating System - AS/400	2	2	0	0	3	NUR 103 Practical Nursing III	6	0	12	10	
<i>Prerequisites:</i> None <i>Corequisites:</i> None						<i>Prerequisites:</i> NUR 102 <i>Corequisites:</i> None					
Effective Term: 2006*01						Effective Term: 1997*02					
This course includes operating systems concepts for AS/400 systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, Job Control Language, and support functions. Upon completion, students should be able to perform operating system functions in an AS/400 environment.						This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/ restore optimum health for diverse clients throughout the life span. <i>This is a diploma-level course.</i>					
NURSING						NUR 110 Nursing I	5	3	6	8	
NUR 101 Practical Nursing I	7	6	6	11		<i>Prerequisites:</i> Admission to the Associate Degree Nursing program <i>Corequisites:</i> NUR 117, BIO 165					
<i>Prerequisites:</i> Enrollment in the Practical Nursing program <i>Corequisites:</i> None						Effective Term: 1998*03					
Effective Term: 1998*03						This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.					
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns and basic nursing skills. Upon completion, students should be able to demonstrate beginning											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
NUR 117 Pharmacology	1	3	0	2		NUR 210 Nursing IV	5	3	12	10	
<i>Prerequisites: None Corequisites: NUR 110</i>						<i>Prerequisites: NUR 130 or NUR 189, PSY 241</i>					
Effective Term: 2003*03						<i>Corequisites: None</i>					
This course introduces information concerning sources, effects, legalities and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.						Effective Term: 1997*02					
						This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health.					
NUR 120 Nursing II	5	3	6	8		NUR 220 Nursing V	4	3	15	10	
<i>Prerequisites: NUR 110, NUR 117 and BIO 165</i>						<i>Prerequisites: NUR 210 Corequisites: NUR 244</i>					
Corequisites: BIO 166						Effective Term: 1997*02					
Effective Term: 1997*02						This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.					
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.											
NUR 130 Nursing III	4	3	6	7		NUR 244 Issues and Trends	2	0	0	2	
<i>Prerequisites: NUR 120 and BIO 166</i>						<i>Prerequisites: NUR 210 Corequisites: NUR 220</i>					
<i>Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 1997*02						This course presents an overview of current trends and issues in nursing as they affect nursing practice in a changing health care environment. Emphasis is placed on making an effective transition into the roles of the practicing nurse. Upon completion, students should be able to articulate professional aspects of the practice of nursing.					
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health.											
NUR 189 Nursing Transition	1	3	0	2		NUTRITION					
<i>Prerequisites: BIO 165, BIO 166, PSY 150, and PSY 241 Corequisites: None</i>						NUT 110 Nutrition	3	0	0	3	
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.						Effective Term: 2001*03					
						This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
OPERATIONS MANAGEMENT						OST 133 Adv Keyboard Skill Bldg					
OMT 160** Ethical Issues in Op Mgmt		3	0	0	3			1	2	0	2
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: OST 132 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course focuses on a wide variety of ethical issues in operations management. Emphasis is placed on distinguishing between legal and illegal actions as well as ethical and Nonethical actions. Upon completion, students should be able to demonstrate critical thinking skills to evaluate ethical situations.						This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs and accuracy as measured by five-minute timed writings and skill-development paragraphs.					
OFFICE SYSTEMS TECHNOLOGY						OST 134 Text Entry & Formatting					
OST 122 Office Computations		1	2	0	2			2	2	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: OST 131 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1999*03					
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.						This course is designed to provide the skills needed to increase speed, improve accuracy and format documents. Topics include letters, memos, tables and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.					
OST 131 Keyboarding		1	2	0	2	OST 135 Adv Text Entry & Format					
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: OST 134 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Students will be introduced to basic word processing techniques and learn to format basic business documents.						This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style and method of presentation.					
OST 132 Keyboard Skill Building		1	2	0	2	OST 136 Word Processing					
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1997*02					
This course provides basic accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.						This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. <i>This course will prepare students for the MOS Word core-level exam.</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
OST 137 Office Software Applications	1	2	0	2		OST 162 Executiv Terminology	3	0	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: RED 090 Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1997*02					
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.						This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.					
OST 138 Advancd Software Appl	2	2	0	3		OST 164 Text Editing Applications	3	0	0	3	
<i>Prerequisites: OST 137 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2003*02						Effective Term: 1997*02					
This course develops proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.						This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading and editing. Upon completion, students should be able to use reference materials to compose and edit text.					
OST 148 Med Coding Billing & Insu	3	0	0	3		OST 181 Intro to Office Systems	2	2	0	3	
<i>Prerequisites: MED 116 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1999*03					
This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy. Restricted to MA, MOA and MT programs of study.						This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and information documents and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.					
OST 149 Medical Legal Issues	3	0	0	3		OST 184 Records Management	1	2	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1999*03						Effective Term: 1997*02					
This course introduces the complex legal, moral and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.						This course includes the creation, maintenance, protection, security and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.					
OST 201 Medical Transcription I	3	2	0	4		OST 201 Medical Transcription I	3	2	0	4	
<i>Prerequisites: OST 136, OST 164 and OST 203</i>						<i>Prerequisites: OST 136, OST 164 and OST 203</i>					
<i>Corequisites: MED 122 or OST 142</i>						<i>Corequisites: MED 122 or OST 142</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces dictating equipment and						This course introduces dictating equipment and					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time. *This course is intended for diploma programs. **Restricted to MT program of study.***

OST 202 Medical Transcription II 3 2 0 4

Prerequisites: OST 201 Corequisites: None
Effective Term: 1997*02

This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time. *This course is intended for diploma programs. **Restricted to MT program of study.***

OST 203 Fund of Med Doc 3 0 0 3

Prerequisites: None
Corequisites: MED 121 or OST 141
Effective Term: 2000*03

This course covers the information and procedures necessary for producing acceptable medical documentation. Topics include digital dictation systems; workplace security systems; the access, retrieval, and transport of medical documents; and other transcribing techniques necessary for acceptable medical documentation. Upon completion, students should be able to process medical documents in a home-based or medical facility. *This course is intended for diploma programs. **Restricted to MT program of study.***

OST 233 Office Publications Design 2 2 0 3

Prerequisites: OST 136 Corequisites: None
Effective Term: 1997*02

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical

considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236 Adv Word/Information Proc 2 2 0 3

Prerequisites: OST 135 or OST 136
Corequisites: None
Effective Term: 1999*03

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. This course will prepare students for the MOS Word expert-level exam.

OST 244 Med Document Production 1 2 0 2

Prerequisites: OST 134 Corequisites: None
Effective Term: 1999*03

This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents. ***Restricted to MA, MOA and MT programs of study.***

OST 248 Diagnostic Coding 1 2 0 2

Prerequisites: MED 122 or OST 142
Corequisites: None
Effective Term: 1997*02

This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office. ***Restricted to MA, MOA and MT programs of study. It is recommended that OST 148 be taken prior to OST 248.***

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
OST 284 Emerging Technologies	1	2	0	0	2	weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities and interests. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1999*03											
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.											
OST 286 Professional Development	3	0	0	0	3	PED 111* Physical Fitness I	0	3	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1999*03						Effective Term: 1997*02					
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office and society.						This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
OST 289 Office Systems Management	2	2	0	0	3	PED 113* Aerobics I	0	3	0	0	1
<i>Prerequisites: CTS 130, OST 137, OST 164 and either OST 134 or OST 136</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>Corequisites: None</i>						Effective Term: 1997*02					
Effective Term: 2001*03						This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. This is a project-based course integrating a variety of software.						PED 117* Weight Training I	0	3	0	0	1
PHYSICAL EDUCATION						<i>Prerequisites: None Corequisites: None</i>					
PED 110* Fit and Well for Life	1	2	0	0	2	Effective Term: 1997*02					
<i>Prerequisites: RED 090 Corequisites: None</i>						This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
Effective Term: 1997*02											
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition,											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
PED 120* Walking for Fitness	0	3	0	0	1	of golf. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs and injury prevention. Upon completion, students should be able to participate in a recreational walking program. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>											
PED 122* Yoga I	0	2	0	0	1	PED 129* Golf-Intermediate	0	2	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: PED 128 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques and correct body positions. Upon completion, students should be able to demonstrate the procedures for yoga. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>						This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots and course management. Upon completion, students should be able to demonstrate the knowledge and ability of play a recreational round of golf. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
PED 125* Self-Defense-Beginning	0	2	0	0	1	PED 130* Tennis-Beginning	0	2	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>						This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette and court play. Upon completion, students should be able to play recreational tennis. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
PED 128* Golf-Beginning	0	2	0	0	1	PED 132* Racquetball-Beginning	0	2	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette						This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
						PED 139* Bowling-Beginning	0	2	0	0	1
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1997*02					
						This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<p>in recreational bowling. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>						<p>to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i></p>					
PED 143* Volleyball-Beginning	0	2	0	0	1	PED 154* Swimming for Fitness	0	3	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2007*01					
<p>This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>						<p>This course introduces lap swimming, aquacises, water activities and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i></p>					
PED 145* Basketball-Beginning	0	2	0	0	1	PED 155* Water Aerobics	0	3	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
<p>This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in recreational basketball. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i></p>						<p>This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i></p>					
PED 147* Soccer	0	2	0	0	1	PED 156* Scuba Diving	0	2	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: PED 153 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1998*01					
<p>This course introduces the basics of soccer. Emphasis is placed on rules, strategies and fundamental skills. Upon completion, students should be able to participate in recreational soccer. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i></p>						<p>This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i></p>					
PED 152* Swimming-Beginning	0	2	0	0	1						
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
<p>This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able</p>											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
PED 170* Backpacking	0	2	0	0	1	be able to demonstrate specific skills and perform some dances. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course covers the proper techniques for establishing a campsite, navigating in the wilderness and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping and successfully complete a backpacking experience. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement.</i>						PED 212* Snowboarding-Beginning	0	2	0	0	1
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 2002*01					
						This course is designed to develop the basic knowledge and skills of snowboard. Topics include equipment, conditioning exercises, terminology, safety, rules, fundamental skills and the use of lifts. Upon completion, students should be able to snowboard downhill, enter and exit a ski lift and perform basic maneuvers on a snowboard. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
PED 171* Nature Hiking	0	2	0	0	1	PED 216* Indoor Cycling	0	3	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2005*02					
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						This course is designed to promote physical fitness through indoor stationary cycling. Emphasis is placed on pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should have improved cardiovascular and muscular endurance and be able to design and participate in a cycling for fitness program. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>					
PED 181* Snow Skiing-Beginning	0	2	0	0	1	PED 230* Shotokan Karate	0	3	0	0	1
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2005*01					
This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift and perform basic maneuvers on skis. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>						This course introduces martial arts using the Shotokan Karate form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for</i>					
PED 187* Social Dance-Beginning	0	2	0	0	1						
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances and a brief history of social dance. Upon completion, students should											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
<i>transferability as a premajor and/or elective course requirement.</i>						PHI 240* Introduction to Ethics	3	0	0	3	
						<i>Prerequisites: ENG 111 Corequisites: None</i>					
						<i>Effective Term: 1997*02</i>					
PED 231* Judo		0	3	0	1	<i>This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
<i>Prerequisites: None Corequisites: None</i>											
<i>Effective Term: Spring 2005</i>											
<i>This course introduces martial arts using the Judo form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>											
PED 239* Kickboxing		0	3	0	1	PHYSICS					
<i>Prerequisites: None Corequisites: None</i>						PHY 102 Fundamentals of Physics II	3	2	0	4	
<i>Effective Term: 2005*01</i>						<i>Prerequisites: None Corequisites: None</i>					
<i>This course introduces martial arts using the Kickboxing form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i>						<i>Effective Term: 1997*02</i>					
						<i>This course introduces fundamental physical concepts with emphasis on applications. Topics include systems of units, problem-solving methods, graphical analysis, electrostatics, AC and DC circuits, magnetism, transformers, AC and DC motors and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to their specific programs. This course is intended for diploma programs.</i>					
PHILOSOPHY						PHY 110* Conceptual Physics	3	0	0	3	
PHI 215* Philosophical Issues		3	0	0	3	<i>Prerequisites: RED 090 Corequisites: PHY 110A</i>					
<i>Prerequisites: ENG 111 Corequisites: None</i>						<i>Effective Term: 1997*02</i>					
<i>Effective Term: 1997*02</i>						<i>This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>					
<i>This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason and justice and inequality. Upon completion, students should be able to identify, analyze and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
PHY 110A* Conceptual Physics Lab		0	2	0	1						
<i>Prerequisites: RED 090 Corequisites: PHY 110</i>											
Effective Term: 1997*02											
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>						demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.					
PHY 121 Applied Physics I		3	2	0	4	PHY 131 Physics-Mechanics		3	2	0	4
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2005*02					
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.						This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.					
PHY 122 Applied Physics II		3	2	0	4	PHY 132 Physics-Elec & Magnetism		3	2	0	4
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: PHY 131 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.						This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.					
PHY 125 Health Sciences Physics		3	2	0	4	PHY 133 Physics-Sound & Light		3	2	0	4
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: PHY 131 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines and other topics as required by the students' area of study. Upon completion, students should be able to						This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, wave motion, sound, light and modern physics. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
PHY 151* College Physics I	3	2	0	4							
<i>Prerequisites: MAT 161, MAT 171, or MAT 175</i>											
<i>Corequisites: None</i>											
<i>Effective Term: 2005*02</i>											
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.											
<i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>											
PHY 152* College Physics II	3	2	0	4							
<i>Prerequisites: PHY 151 Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.											
<i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>											
PHY 251* General Physics I	3	3	0	4							
<i>Prerequisites: MAT 271 Corequisites: MAT 272</i>											
<i>Effective Term: 1997*02</i>											
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving											
ability for the topics covered. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>											
PHY 252* General Physics II	3	3	0	4							
<i>Prerequisites: MAT 272 and PHY 251</i>											
<i>Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.											
<i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i>											
PLUMBING											
PLU 110 Modern Plumbing	4	15	0	9							
<i>Prerequisites: None Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
This course introduces the tools, equipment and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.											
PLU 120 Plumbing Applications	4	15	0	9							
<i>Prerequisites: None Corequisites: None</i>											
<i>Effective Term: 1997*02</i>											
This course covers general plumbing layout, fixtures and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
PLU 130 Plumbing Systems	3	9	0	0	6	POL 120* American Government	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: RED 090 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.						This course is a study of the origins, development, structure and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>					
PLU 140 Intro to Plumbing Codes	1	2	0	0	2	POL 130* State & Local Gov	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: RED 090 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.						This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
PLU 150 Plumbing Diagrams	1	2	0	0	2	POL 210* Comparative Government	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: RED 090 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.						This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and					
POLITICAL SCIENCE											
POL 110* Intro Political Science	3	0	0	0	3						
<i>Prerequisites: RED 090 Corequisites: None</i>											
Effective Term: 1997*02											
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 220* International Relations 3 0 0 3

Prerequisites: RED 090 Corequisites: None
 Effective Term: 1997*02
 This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PRINTING

PRN 131 Flexography I 2 4 0 4

Prerequisites: None Corequisites: None
 Effective Term: 1997*02
 This course provides basic hands-on instruction in flexographic image preparation, platemaking, mounting and printing. Emphasis is placed on taking press measurements, making and mounting plates and obtaining quality in press operation on a narrow-web press. Upon completion, students should be able to describe and perform flexographic production procedures in pre-press, press setup, press operation and die-cutting. ***This course is limited to the students currently admitted to the Graphics Arts and Imaging Technology program.***

PRN 155 Screen Printing I 1 3 0 2

Prerequisites: None Corequisites: None
 Effective Term: 1997*02
 This course covers screen printing techniques and materials. Topics include methods, materials, design,

and image and stencil preparation techniques. Upon completion, students should be able to produce single- or multi-color projects. ***This course is limited to the students currently admitted to the Graphics Arts and Imaging Technology program.***

PRN 221 Offset Press Operations 1 4 0 3

Prerequisites: None Corequisites: None
 Effective Term: 1997*02
 This course covers advanced lithographic theory and provides extensive hands-on operating experience. Emphasis is placed on make-ready, press operation, maintenance, and troubleshooting of multi-color jobs on sheet-fed offset presses and duplicators. Upon completion, students should be able to set up, run, maintain and produce commercial-quality multi-color work. ***This course is limited to the students currently admitted to the Graphics Arts and Imaging Technology program.***

PRN 240 Print Estimating/Planning 3 0 0 3

Prerequisites: GRA 121 Corequisites: None
 Effective Term: 1997*02
 This course covers printing economics, development of cost centers, job flow throughout departments and material and labor costs. Topics include budgeted, hourly, cost-rate derivation; production standards and data; and analysis of other estimating procedures including computer-assisted estimating. Upon completion, students should be able to demonstrate an understanding of economic factors of the printing industry and determine all production costs of printed jobs. ***This course is limited to the students currently admitted to the Graphics Arts and Imaging Technology program.***

PSYCHOLOGY

PSY 118 Interpersonal Psychology 3 0 0 3

Prerequisites: None Corequisites: None
 Effective Term: 1997*02
 This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits,

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
communication/leadership styles, effective problem solving and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.						abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms and therapeutic techniques. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>					
PSY 150* General Psychology	3	0	0	0	3	PHYSICAL THERAPIST ASSISTANT					
<i>Prerequisites: RED 090 Corequisites: None</i>						PTA 110** Intro to Physical Therapy	2	3	0	3	
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>					Effective Term: 1998*03						
						This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.					
PSY 241* Developmental Psych	3	0	0	0	3	PTA 125** Gross & Functional Anat	3	6	0	5	
<i>Prerequisites: PSY 150 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1998*03					
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>					This course provides an in-depth, clinically oriented survey of gross and functional anatomy. Emphasis is placed on musculoskeletal and nervous systems and clinical biomechanics, including goniometry, basic manual muscle testing and components of normal gait. Upon completion, students should be able to identify specific anatomical structures and describe, observe and measure musculoskeletal posture and function.						
PSY 281* Abnormal Psychology	3	0	0	0	3	PTA 135** Pathology	4	0	0	4	
<i>Prerequisites: PSY 150 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1998*03					
This course provides an examination of the various psychological disorders, as well as theoretical, clinical and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and					This course introduces principles of pathology, processes of and normal response to injury and disease and changes related to aging. Emphasis is						

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
placed on conditions most commonly treated in physical therapy. Upon completion, students should be able to discuss basic pathological processes and identify etiology, signs, symptoms, complications, treatment options and prognoses of specific orthopedic conditions.						PTA 212** Health Care/Resources	2	0	0	2	
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1998*03					
						This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management and other health-care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.					
PTA 145** Therapeutic Procedures	2	6	0	4		PTA 215** Therapeutic Exercise	2	3	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1998*03					
This course provides a detailed study of specific treatment procedures and the physiological principles and techniques involved. Emphasis is placed on the correct application of superficial heat and cold, massage and soft tissue mobilization, ultrasound, diathermy, traction and electrical stimulation. Upon completion, students should be able to demonstrate competence in the application of these modalities and explain the indications, contraindications, effects and precautions for each.						This course introduces basic concepts of strengthening, endurance, and flexibility exercise and balance, gait and posture training. Emphasis is placed on applying techniques to the treatment of orthopedic conditions. Upon completion, students should be able to safely and effectively execute basic exercise programs and balance, gait and posture training.					
PTA 155** PTA Clinical I	0	0	6	2		PTA 222** Professional Interactions	2	0	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1998*03					
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.						This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public and other healthcare providers.					
PTA 185** PTA Clinical II	0	0	9	3		PTA 225** Intro to Rehabilitation	3	3	0	4	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1998*03					
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.						This course covers cardiovascular, pulmonary, and integumentary conditions, as well as causes and treatment of amputations. Emphasis is placed upon pathological processes as well as comprehensive treatment of the various conditions studied. Upon					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
completion, students should be able to discuss etiology, signs, symptoms, complications and prognoses of various conditions and implement components of a comprehensive treatment program.						RADIOGRAPHY					
PTA 235** Neurological Rehab 3 6 0 5						RAD 110 Rad Intro & Patient Care 2 3 0 3					
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: Enrollment in the Radiography program</i>					
Effective Term: 1998*03						<i>Corequisites: RAD 111 and RAD 151</i>					
This course covers neurological and neuromuscular conditions experienced throughout the life span. Topics include the pathology of selected conditions and the methods of rationales of various treatment approaches. Upon completion, students should be able to discuss etiology, signs, symptoms, complications, and prognoses of various conditions and implement components of a comprehensive treatment program.						Effective Term: 1998*03					
PTA 245** PTA Clinical III 0 0 12 4						This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.					
<i>Prerequisites: None Corequisites: None</i>						RAD 111 RAD Procedures I 3 3 0 4					
Effective Term: 1998*03						<i>Prerequisites: Enrollment in the Radiography program</i>					
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.						<i>Corequisites: RAD 110 and RAD 151</i>					
PTA 255** PTA Clinical IV 0 0 12 4						Effective Term: 1998*03					
<i>Prerequisites: None Corequisites: None</i>						This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine and pelvis. Upon completion, students should be able to demonstrate competence in these areas.					
Effective Term: 1998*03						RAD 112 RAD Procedures II 3 3 0 4					
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.						<i>Prerequisites: RAD 110, RAD 111 and RAD 151</i>					
RAD 121 Radiographic Imaging I 2 3 0 3						<i>Corequisites: RAD 121 and RAD 151</i>					
<i>Prerequisites: RAD 110, RAD 111 and RAD 151</i>						Effective Term: 1997*02					
<i>Corequisites: None</i>						This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.					
Effective Term: 1997*02						RAD 121 Radiographic Imaging I 2 3 0 3					
This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure						<i>Prerequisites: RAD 110, RAD 111 and RAD 151</i>					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
control and the effects of exposure factors on image quality.						positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 122 Radiographic Imaging II		1	3	0	2	RAD 171 RAD Clinical Ed III		0	0	12	4
<i>Prerequisites:</i> RAD 112, RAD 121 and RAD 161						<i>Prerequisites:</i> RAD 112, RAD 121 and RAD 161					
<i>Corequisites:</i> RAD 131 and RAD 171						<i>Corequisites:</i> RAD 122 and RAD 131					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.						This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 131 Radiographic Physics I		1	3	0	2	RAD 211 RAD Procedures III		2	3	0	3
<i>Prerequisites:</i> None <i>Corequisites:</i> None						<i>Prerequisites:</i> RAD 122					
Effective Term: 2005*03						<i>Corequisites:</i> RAD 231, RAD 241 and RAD 251					
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.						Effective Term: 1997*02					
RAD 151 RAD Clinical Ed I		0	0	6	2	This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.					
<i>Prerequisites:</i> Enrollment in the Radiography program						RAD 231 Radiographic Physics II		1	3	0	2
<i>Corequisites:</i> RAD 110 and RAD 111						<i>Prerequisites:</i> RAD 171 or RAD 131					
Effective Term: 1998*03						<i>Corequisites:</i> None					
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.						Effective Term: 2005*03					
RAD 161 RAD Clinical Ed II		0	0	15	5	This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, and equipment circuitry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.					
<i>Prerequisites:</i> RAD 110, RAD 111 and RAD 151											
<i>Corequisites:</i> RAD 112 and RAD 121											
Effective Term: 1997*02											
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
RAD 241 Radiobiology/Protection	2	0	0	0	2	autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
<i>Prerequisites:</i> RAD 122, RAD 131 and RAD 171											
<i>Corequisites:</i> RAD 211, RAD 231 and RAD 251											
Effective Term: 2005*03											
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.											
RAD 245 Rad Quality Management	1	3	0	2		RAD 271 Radiography Capstone	0	3	0	1	
<i>Prerequisites:</i> RAD 211, RAD 231, RAD 241 and RAD 251						<i>Prerequisites:</i> RAD 211, RAD 231, RAD 241, RAD 251					
<i>Corequisites:</i> RAD 261						<i>Corequisites:</i> RAD 245, RAD 261					
Effective Term: 2005*03						Effective Term: 2005*02					
This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.						This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.					
RAD 251 RAD Clinical Ed IV	0	0	21	7		RESPIRATORY THERAPY					
<i>Prerequisites:</i> RAD 122, RAD 131 and RAD 171						RCP 110 Intro to Respiratory Care					
<i>Corequisites:</i> RAD 211, RAD 231 and RAD 241							3	3	0	4	
Effective Term: 1997*02						<i>Prerequisites:</i> Enrollment in the Respiratory Therapy program					
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					<i>Corequisites:</i> None						
						Effective Term: 1998*03					
						This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.					
RAD 261 RAD Clinical Ed V	0	0	21	7		RCP 111 Therapeutics/Diagnostics					
<i>Prerequisites:</i> RAD 251							4	3	0	5	
<i>Corequisites:</i> RAD 245						<i>Prerequisites:</i> RCP 110					
Effective Term: 1997*02						<i>Corequisites:</i> None					
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection and image production and evaluation. Emphasis is placed on developing an						Effective Term: 1997*02					
						This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.					
						RCP 112 Patient Management					
							3	3	0	4	
						<i>Prerequisites:</i> RCP 111					
						<i>Corequisites:</i> None					
						Effective Term: 1997*02					
						This course provides entry-level skills in adult/					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.						RCP 122 Special Practice Lab	0	2	0	1	
						<i>Prerequisites: Enrollment in the Respiratory Therapy program</i>					
						<i>Corequisites: None</i>					
						Effective Term: 1998*03					
						This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.					
RCP 113 RCP Pharmacology	2	0	0	0	2	RCP 123 Special Practice Lab	0	3	0	1	
<i>Prerequisites: Enrollment in the Respiratory Therapy program, MAT 070</i>						<i>Prerequisites: Enrollment in the Respiratory Therapy program</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1998*03					
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations.						This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.					
RCP 114 C-P Anatomy & Physiology	3	0	0	0	3	RCP 132 RCP Clinical Practice I	0	0	6	2	
<i>Prerequisites: BIO 163 or BIO 165 and BIO 166 or BIO 168 and BIO 169</i>						<i>Prerequisites: Enrollment in the Respiratory Therapy program</i>					
<i>Corequisites: None</i>						<i>Corequisites: RCP 110</i>					
Effective Term: 1997*02						Effective Term: 1998*03					
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.						This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.					
RCP 115 C-P Pathophysiology	2	0	0	0	2	RCP 145 RCP Clinical Practice II	0	0	15	5	
<i>Prerequisites: BIO 163 or BIO 165</i>						<i>Prerequisites: RCP 110</i>					
<i>Corequisites: None</i>						<i>Corequisites: RCP 111</i>					
Effective Term: 1998*01						Effective Term: 1997*02					
This course introduces the etiology, pathogenesis and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.						This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.					
						RCP 153 RCP Clinical Practice III	0	0	9	3	
						<i>Prerequisites: RCP 111</i>					
						<i>Corequisites: None</i>					
						Effective Term: 1997*02					
						This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
able to demonstrate clinical competence in required performance evaluations.						and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.					
RCP 210 Critical Care Concepts	3	3	0	4		RCP 223 Special Practice Lab	0	3	0	1	
<i>Prerequisites: Successful completion of three semesters of the Respiratory Therapy program</i>						<i>Prerequisites: Enrollment in the Respiratory Therapy program</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1998*03					
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.						This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.					
RCP 211 Adv Monitoring/Procedures	3	3	0	4		RCP 236 RCP Clinical Practice IV	0	0	18	6	
<i>Prerequisites: RCP 210</i>						<i>Prerequisites: RCP 111</i>					
<i>Corequisites: None</i>						<i>Corequisites: RCP 210</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design and recommend appropriate care plans through written and laboratory evaluations.						This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.					
RCP 214 Neonatal/Ped's RC	1	3	0	2		RCP 247 RCP Clinical Practice V	0	0	21	7	
<i>Prerequisites: RCP 111</i>						<i>Prerequisites: RCP 210</i>					
<i>Corequisites: None</i>						<i>Corequisites: RCP 211</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.						This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.					
RCP 215 Career Prep-Adv Level	0	3	0	1		REAL ESTATE APPRAISAL					
<i>Prerequisites: Enrollment in the Respiratory Therapy program</i>						REA 111 Intro Real Est App R-1	2	0	0	2	
<i>Corequisites: None</i>						<i>Prerequisites: None</i>					
Effective Term: 1998*03						<i>Corequisites: None</i>					
This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision						Effective Term: 2005*03					
						This course introduces the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for valuation principles and practices.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
REA 112 Valuation Prin & Prac R-2		2	0	0	2	income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination.					
<i>Prerequisites: REA 111 Corequisites: None</i>						REA 212 Adv Inc Capital Proc G-2		2	0	0	2
Effective Term: 2005*03						<i>Prerequisites: REA 210 Corequisites: None</i>					
This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR).						Effective Term: 2005*03					
REA 113 Applied Res Prop Val R-3		1	0	0	1	This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques.					
<i>Prerequisites: REA 112 Corequisites: None</i>						REA 213 Applied Inc Prop Val G-3		2	0	0	2
Effective Term: 2005*03						<i>Prerequisites: REA 212 Corequisites: None</i>					
This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination.						Effective Term: 2005*03					
REA 114 USPAP R-4		1	0	0	1	This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination.					
<i>Prerequisites: REA 113 Corequisites: None</i>						READING					
Effective Term: 2005*03						Students should begin developmental course work at the appropriate level indicated by the college's placement test.					
This course introduces all aspects of the appraisers conduct, ethics and competency. Topics include appraisal standards, reviews, reports, and the confidentiality provisions as set forth by the North Carolina Appraisal Board. Upon completion, students should be able to demonstrate a knowledge of appraisal standards and sit for the National USPAP examination.						RED 070 Essential Reading Skills	3	2	0	4	
REA 210 Intro Income Prop App G-1		2	0	0	2	<i>Prerequisites: None Corequisites: None</i>					
<i>Prerequisites: REA 113 Corequisites: None</i>						Effective Term: 2000*03					
Effective Term: 2005*03						This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.					
This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
RED 080 Intro to College Reading		3	2	0	4	REL 211* Intro to Old Testament	3	0	0	3	
<i>Prerequisites: RED 070 or ENG 075 or acceptable test score</i>						<i>Prerequisites: RED 090</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
<i>Effective Term: 1997*02</i>						<i>Effective Term: 1997*02</i>					
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.						This course is a survey of the literature of the Hebrews with readings from the law, prophets and other writings. Emphasis is placed on the use of literary, historical, archeological and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
RED 090 Improved College Reading		3	2	0	4	REL 212* Intro to New Testament	3	0	0	3	
<i>Prerequisites: RED 080 or ENG 085 or acceptable test score</i>						<i>Prerequisites: RED 090</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
<i>Effective Term: 1997*02</i>						<i>Effective Term: 1997*02</i>					
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisites for ENG 111 or ENG 111A.						This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
RELIGION						REL 221* Religion in America	3	0	0	3	
REL 110* World Religions		3	0	0	3	<i>Prerequisites: RED 090</i>					
<i>Prerequisites: RED 090</i>						<i>Corequisites: None</i>					
<i>Corequisites: None</i>						<i>Effective Term: 1997*02</i>					
<i>Effective Term: 1997*02</i>						This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism and Christianity. Upon completion, students should be able to identify the origins, history, beliefs and practices of the religions studied. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
REAL ESTATE											
RLS 112 Broker Prelicensing	5	0	0	0	5						
<i>Prerequisites: RLS 113 and RED 090</i>											
<i>Corequisites: None</i>											
Effective Term: 2007*01											
This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.											
RLS 113 Real Estate Mathematics	2	0	0	0	2						
<i>Prerequisites: None Corequisites: None</i>											
Effective Term: 1997*02											
This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.											
RLS 117 Real Estate Broker	4	0	0	0	4						
<i>Prerequisites: RLS 112 Corequisites: None</i>											
Effective Term: 1997*02											
This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.											
RLS 212 Real Property Management	2	0	0	0	2						
<i>Prerequisites: RLS 112 Corequisites: None</i>											
Effective Term: 1997*02											
This course covers the principles and practices employed in the management of income-producing properties. Topics include accounting and budgeting techniques, leases and contracts, tenant selection, marketing and investment analysis, and other											
						responsibilities of the property manager. Upon completion, students should be able to read and analyze a property management plan.					
						RLS 216 Land Use Controls	2	0	0	2	
						<i>Prerequisites: RLS 112 Corequisites: None</i>					
						Effective Term: 1997*02					
						This course analyzes private and public issues germane to the "highest and best use" of real property. Topics include the property survey, zoning ordinances, financing and other considerations appropriate to the development of real property. Upon completion, students should be able to explain public policies and considerations regarding the uses and development of private property.					
						RLS 220 Real Est Invest Analysis	3	0	0	3	
						<i>Prerequisites: BUS 225 Corequisites: None</i>					
						Effective Term: 1997*02					
						This course introduces techniques necessary to compare alternative real estate investments. Topics include analysis of positive and negative cash flows, risk and return, acquisition, ownership, disposition of real property and tax considerations. Upon completion, students should be able to select from alternative investment opportunities.					
						RADIATION THERAPY					
						RTT 120 Rad Therapy Positioning	2	2	0	3	
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 2006*02					
						This course provides the knowledge and skills necessary to perform basic treatment and simulation procedures. Emphasis is placed on proper patient positioning for simulation and treatment. Upon completion, students should be able to demonstrate competence in these areas.					
						RTT 121 Special Imaging	2	0	0	2	
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 2007*01					
						This course introduces special imaging modalities including computed tomography and magnetic resonance imaging. Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning.						RTT 221 Clinical Oncology I	3	0	0	3	
						<i>Prerequisites:</i> RTT 161 <i>Corequisites:</i> None					
						Effective Term: 2005*03					
						This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.					
RTT 150 Rad Therapy Orientation	3	0	0	3		RTT 222 Clinical Oncology II	3	0	0	3	
<i>Prerequisites:</i> None <i>Corequisites:</i> None						<i>Prerequisites:</i> RTT 221 <i>Corequisites:</i> None					
Effective Term: 2006*02						Effective Term: 2005*03					
This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist.						This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.					
RTT 151 RTT Clinical Ed I	0	0	15	5		RTT 230 General RAD THRY Physics	3	0	0	3	
<i>Prerequisites:</i> RTT 120 <i>Corequisites:</i> None						<i>Prerequisites:</i> RTT 161 <i>Corequisites:</i> None					
Effective Term: 2007*01						Effective Term: 2005*03					
This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on treatment skills with an introduction to simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.						This course introduces the fundamental principles of physics as they relate to radiation therapy. Topics include the structure of the atom, matter and energy, definitions of the nature of radiation, radioactivity, and interactions with matter. Upon completion, students should be able to demonstrate a basic understanding of physics and how it relates to radiation therapy.					
RTT 161 RTT Clinical Ed II	0	0	9	3		RTT 231 Dosimetry	3	0	0	3	
<i>Prerequisites:</i> RTT 151 <i>Corequisites:</i> None						<i>Prerequisites:</i> RTT 230 or RTT 233					
Effective Term: 2007*01						<i>Corequisites:</i> None					
This course provides additional experience in treatment and simulation. Emphasis is placed on refining patient positioning skills in both treatment and simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.						Effective Term: 2005*03					
						This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate a knowledge of dosimetry procedures used to treat various neoplasms.					
RTT 210 Radiobiology	2	0	0	2							
<i>Prerequisites:</i> RTT 161 <i>Corequisites:</i> None											
Effective Term: 2005*03											
This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body.											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
RTT 232 Rad Therapy Procedures	2	0	0	0	2	RTT 241 RTT Clinical Ed IV	0	0	0	21	7
<i>Prerequisites:</i> RTT 222, RTT 231 or RTT 234, and RTT 239, RTT 241, RTT 243, or RTT 244						<i>Prerequisites:</i> RTT 238 <i>Corequisites:</i> None					
<i>Corequisites:</i> None						Effective Term: 2007*01					
Effective Term: 2005*03						This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.											
RTT 238 RTT Clinical Ed III	0	2	15	6		RTT 243 Clinical Ed IV	0	0	18	6	
<i>Prerequisites:</i> RTT 161 <i>Corequisites:</i> None						<i>Prerequisites:</i> RTT 238 or RTT 240					
Effective Term: 2007*01						<i>Corequisites:</i> None					
This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.						Effective Term: 2007*01					
						This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RTT 239 RTT Clinical Ed IV	0	2	18	7		RTT 244 RTT Clinical Ed IV	0	2	15	6	
<i>Prerequisites:</i> RTT 238 or RTT 240						<i>Prerequisites:</i> RTT 238 or RTT 240					
<i>Corequisites:</i> None						<i>Corequisites:</i> None					
Effective Term: 2007*01						Effective Term: 2007*01					
This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of objectives.						This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RTT 240 RTT Clinical Ed III	0	0	18	6		RTT 246 RTT Clinical Ed V	0	0	18	6	
<i>Prerequisites:</i> RTT 161 <i>Corequisites:</i> None						<i>Prerequisites:</i> RTT 239, RTT 241, RTT 243, or RTT 244 <i>Corequisites:</i> None					
Effective Term: 2007*01						Effective Term: 2007*01					
This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.						This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
RUSSIAN						RUS 211* Intermediate Russian I					
RUS 110 Intro to Russian		2	0	0	2			3	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: RUS 112 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides an introduction to understanding, speaking, reading and writing Russian. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness and communicate in simple phrases in Russian.						This course provides a review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately and creatively about the past, present and the future. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
RUS 111* Elementary Russian I		3	0	0	3	RUS 212* Intermediate Russian II		3	0	0	3
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: RUS 211 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Russian and demonstrate cultural awareness. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. Students with no prior Russian are recommended to take RUS 111. Effective Fall 2006 RUS 111 will no longer satisfy the humanities/fine arts elective requirements in some programs. See advisor for additional information.</i>						This course provides a continuation of RUS 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
RUS 112* Elementary Russian II		3	0	0	3	RECREATIONAL VEHICLE MAINTENANCE & REPAIR					
<i>Prerequisites: RUS 111 Corequisites: None</i>						RVM 125 RV Electrical Systems		2	6	0	4
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>						Effective Term: 1998*03					
						This course includes basic electrical concepts, AC/DC circuit fundamentals, test equipment operation and interpretation. Emphasis is placed on the study of various RV systems and appliances as to their operation, diagnosis and repair. Upon completion, students should be able to troubleshoot, repair or replace electrical circuits and components and auxiliary systems in RV's.					
						RVM 130 LP Gas Systems/ Appliances		1	2	0	2
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1998*03					
						This course introduces the fundamental operation					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
of liquefied petroleum gas as a power supply in recreational vehicles. Topics include propane gas distribution systems, water heaters, ranges, refrigerators, furnaces, ice makes, LP gas characteristics, codes and safety procedures. Upon completion, students should be able to safely inspect, troubleshoot, repair or replace LP gas distribution system components according to industry and government standards.						RVM 190 Interior/Exterior Coach	2	4	0	0	4
						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1998*03					
						This course introduces structural characteristics of the interior and exterior components of recreational vehicles, including accessories. Topics include interior cabinetry, furniture, hardware, paneling, fabrics, windows, doors, exterior sidewalls, roofing, locating and repairing water and air leaks, body repair and painting. Upon completion, students should be able to work with wood, metal, plastic and cloth for making interior and exterior repairs on recreational vehicles.					
RVM 150 Air Conditioning Systems	1	2	0	0	2	SUBSTANCE ABUSE					
<i>Prerequisites: None Corequisites: None</i>						SAB 110 Substance Abuse					
Effective Term: 1998*03						Overview	3	0	0	0	3
This course introduces basic refrigeration theory and operating principles. Topics include the Clean Air Act and mandatory certification in handling CFC's, methods of CFC recovery and recycling, installation, troubleshooting, repair and replacement of components. Upon completion, students should be able to inspect, diagnose and repair RV air conditioning systems.						<i>Prerequisites: None Corequisites: None</i>					
						Effective Term: 1997*02					
						This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.					
RVM 160 RV Water Systems	2	4	0	0	4	SAB 130 Addictive Behaviors	3	0	0	0	3
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1997*02					
This course is designed to introduce students to the various water systems in a recreational vehicle. Topics include the operation, troubleshooting, repair and/or replacement of fresh and waste water systems and components found in a recreational vehicle. Upon completion, students should be able to inspect, diagnose and repair RV water systems.						This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.					
RVM 180 Heating/Mechanical System	1	3	0	0	2	INFORMATION SYSTEMS SECURITY					
<i>Prerequisites: RVM 130 Corequisites: None</i>						SEC 110 Security Concepts	3	0	0	0	3
Effective Term: 1998*03						<i>Prerequisites: None Corequisites: None</i>					
This course covers the operation, maintenance and replacement of RV heating and other mechanical systems. Topics include troubleshooting, repair and replacement of furnaces, other components, and the basic principles of gears, levers, pulleys, solids, liquids and gases in RV's. Upon completion, students should be able to provide routine inspection, maintenance and repair of heating and other mechanical systems in RV's.						Effective Term: 2006*01					
						This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion,					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.						Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. <i>This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware programs.</i>					
SEC 150 Secure Communications	2	2	0	0	3	SEC 240 Wireless Security	2	2	0	0	3
<i>Prerequisites: SEC 110 and NET 110 or NET 125</i>						<i>Prerequisites: SEC 110 and NET 175</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 2006*01					
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.						This course introduces security principles and topics related to the wireless networking environment. Topics include network topologies, network protocols, security issues, and best practices for wireless environments. Upon completion, students should be able to design, setup, manage, and secure a wireless network.					
SEC 160 Secure Admin I	2	2	0	0	3	SEC 289 Security Capstone Project	1	4	0	0	3
<i>Prerequisites: SEC 110 and NET 110 or NET 125</i>						<i>Prerequisites: SEC 220 Corequisites: None</i>					
<i>Corequisites: None</i>						Effective Term: 2006*01					
Effective Term: 2006*01						This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.					
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.						SOCIOLOGY					
SEC 210 Intrusion Detection	2	2	0	0	3	SOC 210* Introduction to Sociology	3	0	0	0	3
<i>Prerequisites: SEC 160 Corequisites: None</i>						<i>Prerequisites: RED 090 Corequisites: None</i>					
Effective Term: 2006*01						Effective Term: 1997*02					
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.						This course introduces the scientific study of human society, culture and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social					
SEC 220 Defense-In-Depth	2	2	0	0	3						
<i>Prerequisites: None Corequisites: SEC 160</i>											
Effective Term: 2006*01											
This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling.											

Course Title	Hours Per Week	Cl	Lb	Cn	Gr	Course Title	Hours Per Week	Cl	Lb	Cn	Gr
change, social institutions and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups and societies. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>						completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values and tolerance. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>					
SOC 213* Sociology of the Family		3	0	0	3	MEDICAL SONOGRAPHY					
<i>Prerequisites: RED 090 Corequisites: None</i>						SON 110 Intro to Sonography	1	3	3	3	
Effective Term: 1997*02						<i>Prerequisites: Enrollment in the Medical Sonography or Cardiovascular Sonography programs</i>					
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.</i>					<i>Corequisites: SON 130</i>						
						Effective Term: 1998*03					
						This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.					
SOC 215* Group Processes		3	0	0	3	SON 111 Sonographic Physics	3	3	0	4	
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: CVS 163 or SON 110</i>					
Effective Term: 1997*02						<i>Corequisites: None</i>					
This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					Effective Term: 1997*02						
						This course introduces ultrasound physical principles, bioeffects and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects and safety.					
SOC 225* Social Diversity		3	0	0	3	SON 120 SON Clinical Ed I		0	0	15	5
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: SON 110 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides a comparison of diverse roles, interests, opportunities, contributions and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class and religion. Upon						This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
SON 121 SON Clinical Ed II		0	0	15	5	SON 220 SON Clinical Ed III		0	0	24	8
<i>Prerequisites: SON 120 Corequisites: None</i>						<i>Prerequisites: SON 121 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.						This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.					
SON 130 Abdominal Sonography I		2	3	0	3	SON 221 SON Clinical Ed IV		0	0	24	8
<i>Prerequisites: Enrollment in the Medical Sonography program Corequisites: None</i>						<i>Prerequisites: SON 220 Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1997*02					
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.						This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating sonographic examinations. Upon completion, students should be able to image, process and evaluate sonographic examinations.					
SON 131 Abdominal Sonography II		1	3	0	2	SON 222 Selected SON Clinical Ed		0	0	6	2
<i>Prerequisites: SON 130 Corequisites: None</i>						<i>Prerequisites: SON 110 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1998*03					
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.						This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing and technically evaluating selected sonographic examinations. Upon completion, students should be able to image, process and evaluate selected sonographic examinations.					
SON 140 Gynecological Sonography		2	0	0	2	SON 225 Case Studies		0	3	0	1
<i>Prerequisites: SON 110 or enrollment in the Medical Sonography program and SON 130</i>						<i>Prerequisites: SON 110 or CVS 163</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1998*03						Effective Term: 1999*03					
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.						This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
SON 241 Obstetrical Sonography I	2	0	0	0	2	pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present and discuss system diseases presented on sonograms.					
<i>Prerequisites: SON 110 or enrollment in the Medical Sonography certificate program and SON 121</i>						SON 289 Sonographic Topics	2	0	0	0	2
Corequisites: None						<i>Prerequisites: SON 220 Corequisites: SON 221</i>					
Effective Term: 1998*03						Effective Term: 1997*02					
This course covers normal obstetrical sonography techniques, the normal fetal environment and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment and recognize first trimester complications.						This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.					
SON 242 Obstetrical Sonography II	2	0	0	0	2	SPANISH					
<i>Prerequisites: SON 241 Corequisites: None</i>						SPA 110 Introduction to Spanish	2	0	0	0	2
Effective Term: 1997*02						<i>Prerequisites: None Corequisites: None</i>					
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states and uterine pathologies.						Effective Term: 1997*02					
SON 250 Vascular Sonography	1	3	0	0	2	This course provides an introduction to understanding, speaking, reading and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness and communicate in simple phrases in Spanish.					
<i>Prerequisites: SON 111 Corequisites: None</i>						SPA 111* Elementary Spanish I	3	0	0	0	3
Effective Term: 1997*02						<i>Prerequisites: RED 090 Corequisites: None</i>					
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.						Effective Term: 1997*02					
SON 272 Advanced Pathology	0	3	0	0	1	This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. Students with no prior Spanish are recommended to take SPA 110. Effective Fall 2006 SPA 111 will no longer satisfy the humanities/fine arts elective requirement in some programs. See advisor for additional information.</i>					
<i>Prerequisites: SON 110 or enrollment in the Medical Sonography program and SON 131 and SON 241 Corequisites: None</i>											
Effective Term: 1998*03											
This course is designed to concentrate on complex											

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
SPA 112* Elementary Spanish II	3	0	0	0	3	Effective Term: 1997*02					
<i>Prerequisites: SPA 111 Corequisites: None</i>						This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present and future. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
<i>Effective Term:</i> 1997*02											
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>											
SPA 141* Culture and Civilization	3	0	0	0	3	SPA 212* Intermediate Spanish II		3	0	0	3
<i>Prerequisites: RED 090 Corequisites: None</i>						<i>Prerequisites: SPA 211 Corequisites: None</i>					
<i>Effective Term:</i> 1997*02						<i>Effective Term:</i> 1997*02					
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>						This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i>					
SPA 161* Cultural Immersion	2	3	0	0	3	SPA 221* Spanish Conversation	3	0	0	0	3
<i>Prerequisites: SPA 111 Corequisites: None</i>						<i>Prerequisites: SPA 212 Corequisites: None</i>					
<i>Effective Term:</i> 1997*02						<i>Effective Term:</i> 1997*02					
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>						This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>					
SPA 211* Intermediate Spanish I	3	0	0	0	3	WEB TECHNOLOGIES					
<i>Prerequisites: SPA 112 Corequisites: None</i>						WEB 110 Internet/Web Fundamentals		2	2	0	3
						<i>Prerequisites: None Corequisites: None</i>					
						<i>Effective Term:</i> 2006*03					
						This course introduces basic markup language, various navigational tools and services of the					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
--------------	----------------	----	----	----	----	--------------	----------------	----	----	----	----

Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

WEB 111 Intro to Web Graphics 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2006*03

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115 Web Markup and Scripting 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2006*03

This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic Java Scripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into websites.

WEB 120 Intro Internet Multimedia 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2006*03

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools 2 2 0 3

Prerequisites: None Corequisites: None

Effective Term: 2006*03

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 180 Active Server Pages 2 2 0 3

Prerequisites: CIS 115 Corequisites: None

Effective Term: 2006*03

This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

WEB 182 PHP Programming 2 2 0 3

Prerequisites: CIS 115 Corequisites: None

Effective Term: 2006*03

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

WEB 183 Perl Programming 2 2 0 3

Prerequisites: CIS 115 Corequisites: None

Effective Term: 2006*03

This course introduces students to the Perl Programming language. Topics include programming techniques using CGI script, input/output operations, sequence, iteration, selection, arithmetic operations, subroutines, modules, integrating database, pattern matching and other related topics. Upon completion, students should be able to design, code, test, and debug Perl language programs.

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
WEB 186 XML Technology	2	2	0	3		WEB 250 Database Driven Websites	2	2	0	3	
<i>Prerequisites: CIS 115 Corequisites: None</i>						<i>Prerequisites: DBA 110 and WEB 140</i>					
Effective Term: 2006*03						<i>Corequisites: None</i>					
This course is designed to introduce students to XML and related internet technologies. Topics include extensible style language (XSL), document object model (DOM), extensible style sheet language transformation (XSLT), and simple object access protocol (SOAP). Upon completion, students should be able to create a complex XML document.						Effective Term: 2006*03					
						This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.					
WEB 210 Web Design	2	2	0	3		WEB 285 Emerging Web Technologies	2	2	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*03						Effective Term: 2006*01					
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.						This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.					
WEB 230 Implementing Web Serv	2	2	0	3		WELDING					
<i>Prerequisites: NET 110 or NET 125</i>						WLD 110 Cutting Processes	1	3	0	2	
<i>Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*03						Effective Term: 1997*02					
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.						This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.					
WEB 240 Internet Security	2	2	0	3		WLD 112 Basic Welding Processes	1	3	0	2	
<i>Prerequisites: WEB 110 and CIS 110 or CIS 111 and SEC 110 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 2006*03						Effective Term: 1997*02					
This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.						This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing and soldering processes.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
WLD 115 SMAW (Stick) Plate	2	9	0	5		WLD 132 GTAW (TIG) Plate/Pipe	1	6	0	3	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: WLD 131 Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.						This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.					
WLD 116 SMAW (Stick) Plate/Pipe	1	9	0	4		WLD 141 Symbols & Specifications	2	2	0	3	
<i>Prerequisites: WLD 115 Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical and overhead positions.						This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.					
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4		WLD 143 Welding Metallurgy	1	2	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal and overhead positions.						This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.					
WLD 131 GTAW (TIG) Plate	2	6	0	4		WLD 145 Thermoplastic Welding	1	3	0	2	
<i>Prerequisites: None Corequisites: None</i>						<i>Prerequisites: None Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.						This course introduces the thermoplastic welding processes and materials identification. Topics include filler material selection, identification, joint design, and equipment setup with emphasis on bead types and applications. Upon completion, students should be able to perform fillet and groove welds using thermoplastic materials.					

Course Title	Hours Per Week	Cl	Lb	Cn	Cr	Course Title	Hours Per Week	Cl	Lb	Cn	Cr
WLD 151 Fabrication I	2	6	0	4		WLD 261 Certification Practices	1	3	0	2	
<i>Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131</i>						<i>Prerequisites: WLD 115, WLD 121 and WLD 131</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 2002*01					
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.						This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.					
WLD 215 SMAW (Stick) Pipe	1	9	0	4		WLD 265 Automated Welding/ Cutting	2	6	0	4	
<i>Prerequisites: WLD 115 or WLD 116</i>						<i>Prerequisites: WLD 110 and WLD 121</i>					
<i>Corequisites: None</i>						<i>Corequisites: None</i>					
Effective Term: 1997*02						Effective Term: 1997*02					
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.						This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.					
WLD 231 GTAW (TIG) Pipe	1	6	0	3							
<i>Prerequisites: WLD 132</i>											
<i>Corequisites: None</i>											
Effective Term: 1997*02											
This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.											
WLD 251 Fabrication II	1	6	0	3							
<i>Prerequisites: WLD 151</i>											
<i>Corequisites: None</i>											
Effective Term: 1997*02											
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.											

Board of Trustees

Chair	Dr. Kenneth M. Sadler
Vice Chair	Jeffrey R. McFadden
Secretary	Dr. Gary M. Green

APPOINTED BY THE GOVERNOR

Ann Bennett-Phillips 2010

*Vice President Campaign Group,
Capital Development Services, Inc.*

John T. Eagan Jr. 2009

President, Eagan and Sons

Robert F. Joyce 2007

*Chief Deputy Sheriff of Forsyth County
(Retired)*

Kenneth M. Sadler, D.D.S. 2008

*President/Administrative Director,
Winston-Salem Dental Care*

APPOINTED BY COUNTY COMMISSIONERS

Gordon B. Hughes 2010

AT&T (Retired)

Frank L. James 2009

Town Manager, Town of Rural Hall

Andrea D. Kepple 2008

*Winston-Salem/Forsyth County Schools
(Retired)*

Donny C. Lambeth 2007

*Senior Vice President and Chief Operating
Officer, North Carolina Baptist Hospital*

APPOINTED BY WINSTON-SALEM/FORSYTH COUNTY

BOARD OF EDUCATION

Joyce E. Glass 2008

Registered Nurse

Jeffrey R. McFadden 2007

*Attorney, Womble, Carlyle, Sandridge, &
Rice, P.L.L.C.*

Dewitt E. Rhoades 2010

President, DERA, Inc.

Edwin L. Welch Jr. 2009

President, I. L. Long Construction Co., Inc.

APPOINTED BY STUDENT GOVERNMENT ASSOCIATION

Current SGA President **Elected Annually**
(Nonvoting Member)

Administrative Office

Dr. Gary M. Green

President

Dr. Arnold T. Hence

Executive Vice President

Dr. Sharon B. Covitz

*Vice President, Institutional Advancement;
Executive Director, Forsyth Tech Foundation*

Kenneth W. Jarvis

Vice President, Business Services

Sue C. Marion

*Vice President, Corporate and Continuing
Education Services*

Van C. Wilson

Vice President, Student Development Services

Dr. Conley F. Winebarger

Vice President, Instructional Services

Sharon D. Anderson

*Dean, Community and Economic
Development Programs*

J. Randel Candelaria

Dean, Learning Resources

Wendy R. Emerson

Dean, Financial Services

Michael E. Harris

Dean, Adult Literacy

Leonard R. Kiser

Dean, Engineering Technologies Division

Patrice R. Mitchell

Dean, Enrollment Services

Jan G. Overman

Dean, Health Technologies Division

Sybil D. Rinehardt

Dean, Arts and Sciences Division

G. Bernard Yevin

*Dean, Business Information Technologies
Division*

FACULTY AND STAFF

Adams, Debra A.

Accounting Technician/Cashier, Financial Services

Adams, Kim C.

Instructor, Associate Degree Nursing

A.A.S., *Surry Community College*; B.S.N., M.S.N.,
University of North Carolina at Greensboro

Agnello, Beth A.

Coordinator, Cooperative Education

B.S., *University of California*; M.B.A.,
Cornell University

Allen, Alton E.

Instructor, Auto Body Repair

Vocational Diploma, *Davidson County Community College*; A.A.S., *El Paso Community College*;
B.S., *North Carolina A&T State University*

Alvers, Susan M.

Staff Associate, Student Development Services
A.S., *Santa Fe Community College*

Anderson, Sharon D.

Dean, Community and Economic Development
Programs

B.B.A., *North Carolina Central University*;
M.A., *Ohio State University*

Arai, Hidemi

Instructor, Mathematics

A.A., *Aoyama Gakuin Women's Junior College*;
B.A., *Salem College*; M.A., *Wake Forest University*

Arehart, Jerry L.

Program Coordinator, Dental Assisting

Baggett, Tracy R.

Director, Learning Center/Tutoring Services

B.S., *Pfeiffer College*; M.A., *Appalachian State University*

Baity, Kristie F.

Department Chair, Public Safety Technologies

B.S., *East Carolina University*; M.A., *Appalachian State University*

Baker, Susan A.

Instructor, Associate Degree Nursing

B.S.N., *Virginia Commonwealth University*

Banjoko, Tony O.

Counselor, Counseling

B.A., *Winston-Salem State University*; M.S.Ed.,
North Carolina A&T State University; Licensed
Professional Counselor (LPC)

Barker, Jaime W.

Groundskeeper, Physical Plant Services

A.A.S., *Sandhills Community College*

Barnes, Katbleen M.

Instructor, Art

B.S., *University of North Carolina at Chapel Hill*;
M.A., *Florida State University*

Barnhardt, Wendy K.

Program Coordinator, Sonography

Diploma, *Mercy Hospital School of Radiologic Technology*; B.S., *Oregon Institute of Technology*,
A.R.R.T., R.D.M.S., R.D.C.S.

Barringer, Barbara J.

Director, Career Services

B.A., *Catawba College*; M.A., *University of Delaware*

Barringer, David M.

Groundskeeper, Physical Plant Services

Bates, Robin C.

Instructor, Developmental Mathematics

B.S., *University of North Carolina at Greensboro*;
M.Ed., *North Carolina State University*

Bayse, Audrey G.

Supervisor, Continuing Education Customer

Service Center

A.A.S., *Forsyth Technical Community College*

Beard, G. Alan

Instructor, Biotechnology

B.S., *University of North Carolina at Charlotte*;
M.S., *Wake Forest University*; M.B.A.,
Appalachian State University

Beasley, K. Leigh

Admissions Counselor, Admissions

B.B.A., *Athens State University*

Beery, Toni-Beth

Laboratory Technician, Biotechnology

B.A., *University of North Carolina at Greensboro*

Beinke, Jeffery L.

Program Coordinator, Emergency Medical Science

B.S., *Western Carolina University*; M.B.A.,
University of Phoenix

Bennett,Carolyn G.

Distance Learning Specialist, Corporate and

Continuing Education Services

Vocational Diploma, *Outremont Technical Center*;
Professional Secretarial Diploma, *Laval School*

Berra, Ronald J.

Director, Human Resource Development Programs

B.S., M.S., Ph.D., *Saint Louis University*

Beverly, Matthew A.

Program Coordinator, Plumbing

Vocational Diploma, *Forsyth Technical Community College*; A.A.S., *Guilford Technical Community College*

Bisshop, Todd A.

Program Coordinator, Mechanical Engineering

Technology/Drafting and Design

A.A.S., *Forsyth Technical Community College*

Black, Joyce Ann

Lead Instructor, Practical Nursing

A.A.S., *Forsyth Technical Community College*;
B.S.N., *Winston-Salem State University*

Blanco, Florentina

Recruitment and Admissions Specialist, Corporate and Continuing Education Services

Bodsford, Brenda B.

Graphic Designer, Marketing and Public Relations
A.A.S., Guilford Technical Institute

Boger, Dale E.

Department Chair, Mathematics
B.S., North Carolina State University; M.Ed.,
University of Maryland

Bobannon, Pamela G.

Accounting Technician, Foundation/Grants
Accounting
A.A.S., Forsyth Technical Community College

Boles, R. Keith

Instructor, Interventional Cardiac and Vascular
Technology
A.A.S., Forsyth Technical Community College;
ARRT (R)

Bolin, Sally A.

Staff Associate, Institutional Advancement/Forsyth
Tech Foundation
A.A.S., B.S., Purdue University

Bowen, Sherri W.

Executive Assistant to the President
A.A.S., Forsyth Technical Community College;
B.S.A.S., Winston-Salem State University

Bowling, Paula B.

Secretary, Allied Health
A.A.S., Forsyth Technical Community College;
B.S., Gardner-Webb University

Bratton, LaKisha S.

Instructor, Early Childhood Associate
B.S., M.S., North Carolina A&T State University

Bratton, Michelle A.

Counselor, Counseling
B.A., Bennett College; M.S., North Carolina
A&T State University

Brewer, Katherine B.

Programmer/Analyst, Information Systems
A.A.S., Forsyth Technical Community College

Briggs, Gay H.

Circulation Assistant, Library Services
B.S., Appalachian State University

Briggs, John D.

Audiovisual Specialist, Distance Learning and
Instructional Technologies
B.S., M.A., Appalachian State University

Brimmer, Tanya L.

Secretary, Purchasing/Equipment
A.A.S., Forsyth Technical Community College

Brincefield, Christopher A.

Director, Auxiliary Services and Bookstore
B.A., M.A., East Carolina University

Britt, Vivian S.

Instructor, Associate Degree Nursing
A.A.S., Forsyth Technical Community College;
B.A., Barton College; B.S.N., University of North
Carolina at Charlotte

Brooks, C. Worth

Instructor, Respiratory Therapy
A.S., Forsyth Technical Community College;
B.S., Medical College of Georgia; M.Ed.,
Augusta College

Brooks, Yvonne P.

Staff Assistant, Learning Resources
A.A.S., Wilkes Community College

Brown, Douglas L.

Instructor, Accounting
B.S., M.B.A., Radford University

Brown, Marshall D.

Maintenance Mechanic-Plumber, Physical Plant
Services

Brown, Thomas W. III

Instructor, Information Systems
B.S., High Point University; M.S., American
Intercontinental University

Broybill, Julia E.

Secretary/Receptionist, Corporate and Continuing
Education Services
A.A., Lincoln Land Community College; A.A.S.,
Wilkes Community College

Bryan, William E. Jr.

Accountant, Financial Services
B.S., Campbell College; Certified Local Government
Financial Officer

Bryant-Reece, Angela C.

Assistant Director, Forsyth Tech Foundation
B.S., Gardner-Webb University

Bujan, Dale W.

Instructor, Computer and Electronics Engineering
Technologies
A.A.S., Gaston College; B.E.T., University of North
Carolina at Charlotte; M.S., Purdue University

Buljina, Aida

Secretary, Adult Literacy
A.A.S., University of Sarajevo

Burger, William P.

Director, Distance Learning and Instructional
Technologies
B.A., Virginia Intermont College; M.A.,
Appalachian State University

Burns, Herbert I. Jr.

Department Chair, Architectural/Construction
Technologies
A.A., Lees Junior College; B.A., University of
Kentucky; M.S., University of North Carolina at
Greensboro; Registered Architect, State of North
Carolina; A.I.A.

Butner, Randy A.

Instructor, Automotive Systems Technology/Race
Car Performance
A.A.S., Forsyth Technical Community College

Byrd, Johnny B.

Shipping/Receiving Clerk, Bookstore
B.S., Western Carolina University

Campbell, Diana K.

Program Coordinator, College Transfer
A.A.S., Rockingham Community College; B.A.,
University of South Carolina at Columbia; M.A.,
Ph.D., University of North Carolina at Greensboro

Candelaria, J. Randel

Dean, Learning Resources
B.A., Davis and Elkins College; M.L.S., Indiana
University

Casey, Melissa W.

Instructor, Practical Nursing
A.A.S., Surry Community College; B.S., Gardner-
Webb University

Cassell, John B.

Instructor, Medical Sonography
A.A.S., Forsyth Technical Community College;
B.A., Almeda College and University

Caudill, Deborah L.

Testing Technician, Admissions
A.A.S., Forsyth Technical Community College

Chandler, E. Page

Instructor, Emergency Medical Science
A.A., Rockingham Community College; A.A.S.,
Guilford Technical Community College; A.S.N.
The University of the State of New York

Chandler, Joseph W. III

Instructor, Accounting
B.S., University of South Carolina; CPA, State of
North Carolina; North Carolina Real Estate Broker

Chandler, Terri S.

Secretary, Shugart Women's Center
A.A.S., Forsyth Technical Community College

Chapman, Russell A.

Instructor, Psychology
B.A., M.A., Sonoma State University; Ph.D., North
Carolina State University

Chase, Gregory M.

Director, Human Resources
B.S., Nicholls State University; M.A., Webster
University; Certified Senior Professional Human
Resources (SPHR)

Cherry, Jewel B.

Director, Student Success/Welcome Center
B.A., M.B.A., Winthrop University

Chunn, Roslyn S.

Skills Lab Support Assistant, Learning Center/
Tutoring Services
A.A.S., Forsyth Technical Community College

Churchill, James S.

Instructor, Spanish
B.A., M.A., University of North Carolina at
Greensboro; Diploma, Spanish-English
Interpretation, Estudio Internacional Sampere,
Madrid, Spain

Clay, Deborah Lynn

Audit and Data Systems Assistant, Corporate and
Continuing Education Services

Cline, Jane L.

Instructor, Business Administration
B.S., M.B.A., University of North Carolina at
Greensboro

Cockrum, Diane M.

Accounting Technician/Cashier, Financial Services
A.A.S., Forsyth Technical Community College

Coe, Kathy H.

Secretary, Nursing
A.A.S., Forsyth Technical Community College

Cofer, Mona H.

Secretary, Arts and Sciences Division
A.A., Forsyth Technical Community College; B.A.,
Salem College

Coben, Linda D.

Instructor, Thomas H. Davis iTEC Center
A.B.D., Nova Southeast University; B.A., Florida
State University; M.S., Nova Southeast University

Conley, Kevin J.

Program Coordinator, Nanotechnology
B.S., University of Oklahoma; M.S., Michigan
State University

Cook, Marie B.

Director, Title III Grant
B.A., Salem College; M.A., Ed.S., Ph.D., University
of New Mexico

Cornelison, Dwight D.

Program Coordinator, Air Conditioning, Heating,
and Refrigeration
A.A.S., Davidson County Community College;
B.A., John Wesley College

Covitz, Sharon B.

Vice President, Institutional Advancement;
Executive Director, Forsyth Tech Foundation
B.A., M.Ed., University of Cincinnati; Ph.D.,
Boston College

Craft, Tara D.

Coordinator, Continuing Education Audit and
Data Systems
A.A.S., Forsyth Technical Community College

Cranford, Vickie J.

Staff Assistant, Health Technologies Division
A.A.S., Forsyth Technical Community College

Crater, Brenda S.

Instructor, Associate Degree Nursing
A.A.S., Forsyth Technical Community College;
B.S.N., Winston-Salem State University

Crooks, Carol E.

Instructor, Developmental Mathematics
B.S., *Hunter College*; B.S., *Winston-Salem State University*; M.S., *Long Island University*

Cutler, Daisy R.

Secretary, Student Activities
A.A.S., *Forsyth Technical Community College*

Dalton, Sandra J.

Receptionist/Secretary, Admissions

Dasher, Brittany B.

Instructor, English and Humanities
B.A., *University of Georgia*; M.A., *University of South Carolina at Columbia*

Davis, Duaine M.

Department Chair, Physical Sciences
A.S., *Wytteville Community College*; B.S., *Radford University*; M.S., Ph.D., *Virginia Polytechnic Institute and State University*

Davis, Pauline R.

Lead Instructor, Practical Nursing
R.N., *Bon Secours School of Nursing*; B.S.N., *University of Pennsylvania*

Davis, Ricky A.

Supervisor, Custodial and Housekeeping
B.S., *North Carolina A&T State University*;
Institutional Maintenance Certification

Davis, Robert M.

Instructor, Mathematics
B.S., *Elon University*; M.A., *Wake Forest University*

Davis, Sharon H.

Program Director, Early Childhood Curriculum Improvement Project
B.S., *Francis Marion College*; M.A., *Salem College*

Dawalbhakta, Alpha S.

Instructor, English and Humanities
B.S., M.A., *University of Bombay*

Day, Garry H.

Department Chair, Commercial Production Technologies
B.S., M.A., *Appalachian State University*

Day, Randy V.

Utility Custodian, Physical Plant Services

Delp, V. Joanne

Courier, Faculty/Staff Service Center

Desmarais, Rachel M.

Department Chair, Thomas H. Davis iTEC Center
B.M., *Mars Hill College*; M.S., *University of North Carolina at Greensboro*

DeVane, Gloria H.

Instructor, Developmental English
B.A., *North Carolina Central University*

DeWitt, Linda R.

Instructor, Computer Information Technology
A.A.S., *Forsyth Technical Community College*;
Novell Instruction Certification; *Novell, CNA, CNE, CNI*

Dickens, Carolyn M.

Staff Associate, Corporate and Continuing Education Services

Dillard, Rose B.

Secretary, Learning Center/Tutoring Services
A.A.S., *Rockingham Community College*

Dineen, Jarrette O. Jr.

Admissions Counselor, Admissions
B.A., *Berry College*

Dingler, W. Lorin

Program Coordinator, Criminal Justice/BLET
School Director
B.S., *University of North Carolina at Charlotte*

Dorsett, Samuel H.

Instructor, Computer Information Technology
A.A.S., *Forsyth Technical Community College*;
B.S., *University of North Carolina at Greensboro*

Dozter, Nedra L.

Secretary, Career Services
B.S., *High Point University*

Drabble, Douglas C.

Project Manager, BioNetwork Pharmaceutical Center
B.Sc., *Concordia University*

Draughn, Justin E.

Program Coordinator, Carpentry
A.A.S., *Forsyth Technical Community College*

Durham, Laura S.

Program Coordinator, Medical Assisting
B.S., *Averett College*; *Certified Medical Assistant*

Durrer, Susan P.

Instructor, Early Childhood Associate
A.A.S., *Virginia Western Community College*;
B.S., *Virginia Polytechnic Institute and State University*; M.S., *NOVA Southwestern University*

Dyson, Jodi M.

Accounting Specialist, Student Financial Services
A.A.S., *Davidson County Community College*;
A.A.S., *Forsyth Technical Community College*;
B.S., M.B.A., *High Point University*

Earl, Renarde D.

Director, Campus Police
B.A., *North Carolina Central University*; A.O.M.P. Certification, *North Carolina State University*, *Basic Law Enforcement Training Certification*; *Advanced Law Enforcement Certification*; B.L.E.T. Instructor Certification

Eddy, Roger A.

Instructor, Electronics Engineering Technology
A.A.S., *Forsyth Technical Community College*;
B.S.E.E., *Ohio State University*; M.Ed., *Ohio University*; *North Carolina and Ohio Registered Professional Engineer*

Edelman, Diane E.

Counselor, Counseling
B.A., *University of Maryland*; M.Ed., *University of Vermont*; Ed.S., *Appalachian State University*;
Licensed Professional Counselor

Edwards, C. Jamie

Instructor, Human Service Technology
A.A.S., *Surry Community College*; B.S., *Bluefield College*; M.A., *Wake Forest University*

Edwards, Cindy C.

Interim Instructor, Dental Assisting
Vocational Diploma, *Forsyth Technical Community College*; B.A., *Winston-Salem State University*

Eldridge, Brenda A.

Housekeeper, Physical Plant Services

Ellender, D. Michael

Maintenance Mechanic-HVAC Electrical Technician,
Physical Plant Services

Emerson, Wendy R.

Dean, Financial Services
B.S.B.A., M.S., *Appalachian State University*

Essick, Phillip F.

Network/PC Manager, Information Systems
A.A.S., *Forsyth Technical Community College*

Evans, Tanya M.

Coordinator, Grants Management
B.B.A., *North Carolina Central University*

Everhart, Ralph E.

Instructor, Electronics Engineering Technology
A.A.S., *Forsyth Technical Community College*;
B.E.T., *University of North Carolina at Charlotte*

Feathers-Magee, Marti K.

Program Coordinator, Interventional Cardiac and
Vascular Technology
A.A.S., *Forsyth Technical Community College*;
Certified Cardiovascular Interventional
Technologist; R.T.(R)

Ferguson, Amos M.

Instructor, Graphic Arts and Imaging Technology
B.S., *North Carolina A&T State University*;
Certified Flexo Press Operator

Fitzgerald, Abigail J.

Instructor, Paralegal Technology
B.S., *Virginia Polytechnic Institute and State University*; M.E., *University of Florida*; J.D.,
University of Virginia

Fitzko, Sue A.

Instructor, Associate Degree Nursing
A.A.S., *Guilford Technical Community College*;
B.S.N., *Winston-Salem State University*;
Certifications: CPN, PALS

Fleming, Reginald M.

Manager, Food Service
A.S., B.S., *Johnson & Wales University*

Fletcher, Marick L.

Administrative Assistant, BioNetwork Pharmaceutical
Center
B.S., *Appalachian State University*; B.A.,
University of North Carolina at Greensboro

Fortuna, James L. Jr.

Instructor, English and Humanities
B.A., M.A., Ph.D., *University of Florida*

Frazier, Myra D.

Instructor, Associate Degree Nursing
B.S., M.S., *Bluefield State College*; Certified
Family Nurse Practitioner

Frazier, Vickie C.

Records Specialist, Records/Registrar
A.A.S., *Surry Community College*

Freeman, Carol P.

Librarian, Collection Development
B.S., *Longwood College*; M.L.S., *University of North Carolina at Greensboro*

Freeman, Gail M.

Coordinator, ADA/Disability Services
B.A., M.Ed., *St. Ambrose University*

Freeman, Linda P.

Interim Clinical Education Coordinator, Associate
Degree Nursing
R.N., B.S.N., *Lenoir-Rhyne College*; M.S.N.,
University of North Carolina at Greensboro;
Certified ANA Medical-Surgical Nurse

Gallagher, Juanita C.

Clinical Education Coordinator, Interventional
Cardiac and Vascular Technology
A.A.S., *Forsyth Technical Community College*;
B.S., ARRT (RT) (R)

Ganzert, Bartlett Y.

Instructor, English and Humanities
B.A., M.A., *Wake Forest University*; Ed.S.,
Appalachian State University

Gibson, Christina R.

Program Coordinator, Radiation Therapy Technology
B.S., *Greensboro College*; M.P.H., *University of North Carolina at Greensboro*; Certificate, *Moses H. Cone School of Radiologic Technology*; Certificate,
Roanoke Memorial School of Radiation Oncology;
A.R.R.T.

Ginn, Judith N.

Instructor, Life Sciences
A.D.N. *Rowan-Cabarrus Community College*;
B.S., *Wake Forest University*; B.S.N., *Winston-Salem State University*; M.S., *University of Houston*

Glenn, Pamela D.

Coordinator, Compensatory Education and
Community ABS Programs
B.A., *Winston-Salem State University*; M.S., *North Carolina A&T State University*

Glontz, Michael S.

Director, Development and Alumni Relations
B.A., Wake Forest University

Gordon, John R. Jr.

General Maintenance Mechanic, Physical Plant
Services

Gordon, Thomas F. Jr.

Librarian, Public Services
A.B., Duke University; M.S.L.S., University of
North Carolina at Chapel Hill

Gore, Dudley I.

Shipping and Receiving Clerk/Cashier, Bookstore
A.A., Wingate College; B.S., Winston-Salem State
University

Gough, P. Nathanael

Department Chair, Humanities and Communications
B.A., Piedmont Bible College; M.A., Wake Forest
University; M.A., Ph.D., University of North
Carolina at Greensboro

Grandstaff, Timothy J.

Instructor, Radiography
A.A.S., Brevard Community College; A.A., Forsyth
Technical Community College; B.S., Tampa
College; Registered Radiographer; ARRT RT(R)

Green, Brenda A.

Records Coordinator, Records/Registrar
B.A., Winston-Salem State University

Green, Gary M.

President
B.A., M.A., Ed.D., University of Kentucky

Greene, Martha B.

Coordinator, Payroll
B.S., Appalachian State University; B.S.,
High Point University

Gregory, Sherry N.

Supervisor, Faculty/Staff Service Center

Gregory, Steven W.

Interim Program Coordinator, Web Technologies
B.R.E., Piedmont Bible College

Griffin, Michelle A.

Staff Assistant, Community and Economic
Development Programs
A.A.S., Forsyth Technical Institute

Groome, Jean M.

Director, Admissions
A.A.S., Surry Community College; B.S.,
Bluefield College; M.A., Wake Forest University

Guess, Barbara D.

Instructor, English, Humanities, and Communications
A.B., Johnson C. Smith University; M.A., North
Carolina A&T State University

Gussman, N. Lynn

Instructor, Psychology
B.S., West Virginia Wesleyan College; M.Ed.,
University of North Carolina at Greensboro;
National Certified Counselor

Hage, E. Elaine

Program Coordinator, Writing
B.A., Washington Bible College; M.Ed.,
Lynchburg College

Haitb, Sylvia A.

Instructor, Sociology/Psychology
B.A., North Carolina Central University; M.A.,
Appalachian State University

Haile, Gavin R.

Accounting Technician/Receivables, Financial
Services
B.S., High Point University

Hall, Robert N.

Project Coordinator, BioNetwork Pharmaceutical
Center
B.S., North Carolina State University; M.B.A.,
East Carolina University

Hamby, Yvonne F.

Planning and Research Assistant, Planning,
Research, and Assessment
A.A.S., Wilkes Community College; A.A.S.,
Forsyth Technical Community College

Hamilton, Katrina L.

Secretary/Receptionist, Human Resources
B.A., North Carolina Central University

Hamilton, Laura H.

Director/Trainer, Corporate Education
B.A., University of North Carolina at Greensboro

Handy, Kay M.

Secretary, Stokes County Operations
A.A.S., Forsyth Technical Community College

Hanna, Cynthia I.

Staff Assistant, Adult Literacy
A.S., Shelby State Community College; B.S.,
Gardner-Webb University

Harkness, Donald G.

Program Coordinator, Nuclear Medicine Technology
A.A.S., Forsyth Technical Community College;
B.S.N.M.T., Medical College of Georgia; M.Ed.,
University of North Carolina at Greensboro

Harman, Tonya M.

Secretary, Auxiliary Services
A.A., Forsyth Technical Community College

Harmel, Bonita C.

Instructor, Radiography
A.A.S., Forsyth Technical Community College;
B.S., Gardner-Webb College; A.R.R.T. Certification

- Harris, Michael E.**
Dean, Adult Literacy
B.S., M.S., North Carolina A&T State University;
North Carolina Certified Secondary School
Guidance Counselor; North Carolina Certified
Nurse Assistant
- Harvey, Robin L.**
Director, Winston-Salem Teacher's Academy
B.S., M.A., Ed.S., Appalachian State University;
Ed.D., NOVA Southeastern University
- Hauser, Debbra D.**
Budget Officer, Financial Services
A.A.S., Forsyth Technical Community College;
B.S., Gardner-Webb University
- Hauser, Pamela E.**
Instructor, Early Childhood Associate
A.A.S., Forsyth Technical Community College;
B.S., M.A., Salem College
- Hawks, R. Garrison**
Assistant Supervisor, Grounds Maintenance
- Hayes, Verdell I.**
Director, Mazie S. Woodruff Center
A.B., Johnson C. Smith University
- Haynes, K. Bryan**
Equipment Clerk, Purchasing/Equipment
B.S., Western Carolina University
- Hedrick, Annette H.**
Staff Associate, Business Information Technologies
Division
A.A.S., Forsyth Technical Community College
- Hence, Arnold T.**
Executive Vice President
Ed.M., Ed.D., Rutgers University
- Herron, Charyl R.**
Housekeeper, Physical Plant Services
B.S., Winston-Salem State University
- Hicks, Brian A.**
Operations Manager, Bookstore
A.A.S., Davidson County Community College
- Hicks, Dora G.**
Accounting Technician/Payables, Financial Services
A.A.S., Forsyth Technical Community College
- Higgins, Roger E.**
Facilities Systems Technician, Physical Plant Services
Vocational Diploma, A.A.S., Forsyth Technical
Community College; Licensed Electrician
- Hill, R. Norman**
Instructor, Mathematics
B.S., Wake Forest University; M.A., University of
North Carolina at Greensboro
- Hilton, Yolanda T.**
Instructor, Associate Degree Nursing
B.S.N., Winston-Salem State University; Neonatal
Resuscitation Certified; CPI Certified
- Hodges, Ricky C.**
Director, Student Financial Services
A.A.S., Sandhills Community College; B.T.,
Appalachian State University
- Hodges, Warren C.**
Department Chair, Paralegal Technology and
Real Estate
B.A., Wake Forest University; J.D., Wake Forest
University School of Law
- Holcomb, B. Carolyn**
DocuTech Operator, Faculty/Staff Service Center
- Holder, Marilyn M.**
Secretary, Title III Grant
A.A.S., Forsyth Technical Community College
- Holloway, Tammy R.**
Financial Aid Technician, Student Financial Services
B.S., North Carolina A&T State University
- Houenou, Francoise**
Instructor, Associate Degree Nursing
B.S.N., Winston-Salem State University; M.H.M.,
University of North Carolina at Greensboro
- Houenou, Lucien J.**
Instructor, Biotechnology
B.A., University of Abidjan; M.B.A., Wake Forest
University; M.S., Ph.D., University of Paris 6
- Howell, Rebecca A.**
Instructor, Psychology
B.S., M.A., Appalachian State University
- Howell, Tonya B.**
Clinical Education Coordinator, Sonography
A.A.S., Forsyth Technical Community College
- Huff, Jenny M.**
Instructor, Psychology
B.A., University of North Carolina at Greensboro;
M.A., S.S.P., Appalachian State University
- Huggins, Janice F.**
Recruitment and Admissions Specialist, Corporate
and Continuing Education Services
A.A.S., King's College
- Hunt, Barbara A.**
Secretary, Emergency Services Programs
B.S., East Stroudsburg University
- Hunt, Lisa B.**
Secretary, Business Information Technologies Division
B.A., University of North Carolina at Wilmington
- Hutchins, Wesley D.**
Director, Emergency Services Programs
A.A.S., Guilford Technical Community College;
B.S., Gardner-Webb University; Level II Fire
Service Instructor; North Carolina EMT; CPR;
North Carolina Firefighters III
- Ingle, Judith R.**
Coordinator, English as a Second Language
B.A., University of North Carolina at Greensboro

Jackson, Joyce K.

Director, Records/Registrar
A.A., *Brevard College*; B.A., M.A., *Clemson University*; Ed.S., *Western Carolina University*

Jarvis, Kenneth W.

Vice President, Business Services
B.S., M.A., *Appalachian State University*

Jaynes, Thomas M.

Director, Industrial Training
B.S., *East Tennessee State University*; M.S., *Texas Tech University*

Jeske, Mary L.

Secretary, Human Resources
A.A.S., *Madison Area Technical College*

Jessup, Tammy G.

Accounting Technician/Receivables, Financial Services
A.A.S., *Surry Community College*

Johnson, Gene W.

Media Specialist, Distance Learning and Instructional Technologies
B.F.A., *North Carolina School of the Arts*; M.F.A., *Virginia Commonwealth University*

Johnson, Rodney W.

PC Technician, Information Systems
A.A.S., *Forsyth Technical Community College*

Johnson, Triquanna S.

Secretary, Mazie S. Woodruff Center
A.A.S., *Forsyth Technical Community College*

Johnson, Trudee E.

Instructor, English and Humanities
B.A., M.A., *Salem College*

Juren, Rachel A.

Supervisor (Lieutenant), Campus Police
B.S., *Methodist College*; *Basic Law Enforcement Training Certification*, *Montgomery Community College*

Kearns, Gerald P.

Program Coordinator, Computer Information Technology
B.S., *Oakland University*; M.S., *East Carolina University*

Keener, Susan M.

Instructor, Spanish
B.A., M.Ed., *University of North Carolina at Greensboro*

Keith, Rebecca A.

Director, Foundation/Grants Accounting
B.A.S., *Guilford College*; M.B.A., *Pfeiffer University*; CPA, *State of North Carolina*

Kimrey, Rick B. Jr.

Director, Dell Training Initiative
B.S., *North Carolina State University*

Kindley, Paul L.

Stokes County Coordinator for Adult Literacy and ABE/GED
B.A., *University of North Carolina at Chapel Hill*

King, Mary Elizabeth

Secretary, Grady P. Swisher Center
B.S., *University of Tennessee at Chattanooga*

Kiser, Leonard R.

Dean, Engineering Technologies Division
B.A.S., *Guilford College*

Labosky, Theodore P.

Librarian, Technical Services
B.A., M.L.S., *University of North Carolina at Greensboro*

Lane, Jeremy

Instructor, Mathematics
B.S., M.A., *Appalachian State University*

Lanning, Christina M.

PC Technician, Information Systems
A.A.S., *Rowan-Cabarrus Community College*; B.B.A., *Catawba College*

Latham, Linda H.

Program Coordinator, Associate Degree Nursing
B.S.N., *Atlantic Christian College*; M.A.Ed., *East Carolina University*

Latimer, Kathryn E.

Clinical Education Coordinator, Computed Tomography and Magnetic Resonance Imaging Vocational Diploma, *St. John's School of Radiology*; A.R.R.T.(R)(MR)

Lawing, Barry A.

Instructor, History
B.A., *Mars Hill College*; M.A., *Wake Forest University*

Ledbetter, Demetria S.

Instructor, Global Logistics Technology
B.S., *North Carolina A&T State University*

Lee, Paige C.

Lead Financial Aid Technician, Student Financial Services
A.A.C.S., *Strayer University*; B.B.A., *Averett University*

Lekwauwa, Aju N.

Instructor, Biotechnology
B.Sc., *University of Ilorin*; M.Sc., *University of Reading*; Ph.D., *Rutgers University*

Leonard, William T.

Supervisor, Building Maintenance
Vocational Diploma, *Forsyth Technical Community College*

Lester, Joy K.

Department Chair, Developmental Education
A.A., *Wingate Junior College*; B.A., *Clemson University*; M.A.T., *The Citadel*

Lincoln, Jason B.

Instructor, Computed Tomography
A.A.S., *Forsyth Technical Community College*; B.S., *Wingate University*; RT (R)(CT)

Lindsay, Vickie L.

Admissions Counselor for Special Populations,
Admissions
A.A.S., Forsyth Technical Community College;
B.S., High Point University

Lineberry, Forrest W.

Coordinator, Student Retention/Instructional
Support Labs
A.A.S., Wytbeville Community College; B.S.,
Bluefield College; M.A., Wake Forest University;
Certified Irlen Screener, Irlen Institute for Irlen
Syndrom/Scotopic Sensitivity

Lineberry, Kevin J.

Assistant Director, Student Financial Services
A.A.S., Wytbeville Community College; B.S.,
Bluefield College

Long, Molly K.

Clinical Education Coordinator, Radiography
B.S., Weber State University; Radiologic
Technician Certification, Bowman Gray School
of Medicine

Love, Kaknotta D.

Admissions Processing Secretary, Admissions
A.A.S., Davidson County Community College

Lucas, Irvin S.

Instructor, Developmental Mathematics
B.S., North Carolina State University; M.Ed.,
College of William and Mary

Mantre, Tracey P.

Program Coordinator, Computer Programming
and Information Systems Security
B.S., M.A., Appalachian State University

Marion, Sue C.

Vice President, Corporate and Continuing Education
Services
A.A.S., Johnston Community College; B.S.,
Atlantic Christian College; M.A., Appalachian
State University

Marion, W. Martin

Instructor, Architectural Technology
A.A.S., Forsyth Technical Institute; B.A., University
of North Carolina at Charlotte; Registered
Architect, State of North Carolina; A.I.A.

Martin, Bridgette D.

Secretary, Student Financial Services
A.A.S., Forsyth Technical Community College

Martin, June P.

Lead Instructor, Associate Degree Nursing
A.A.S., Patrick-Henry Community College; B.S.N.,
University of Virginia; M.S.N., University of North
Carolina at Greensboro

Martin, Sheila H.

Secretary, Physical Plant Services
A.A.S., Forsyth Technical Community College

Martin, Tanya H.

Executive Secretary to the Executive Vice President
A.A.S., Forsyth Technical Community College

Mathews, Steven J.

Instructor, Automotive Systems Technology
A.A.S., Forsyth Technical Community College

Mathis, Debra S.

Staff Assistant, Engineering Technologies Division
A.A.S., Forsyth Technical Community College

Matthews, Anthony G.

Program Coordinator, Machining Technology
A.A.S., Forsyth Technical Community College

Mayberry, Shawn L.

Technician, Purchasing/Equipment
A.A.S., Forsyth Technical Community College;
B.B.A., American InterContinental University

McClive, Patricia K.

Printing Specialist, Marketing and Public Relations
A.A.S., Forsyth Technical Community College;
Vocational Diploma, Forsyth Technical Institute

McClung, Philip L.

Director, Purchasing/Equipment
B.A., M.A., Appalachian State University

McCulloh, Susan W.

Secretary, Grants Office/Development and Alumni
Relations
A.A.S., Forsyth Technical Community College

McIntosh, Joe E.

Director, Off-Campus Student Development Services
B.A., North Carolina State University; M.S.,
North Carolina A&T State University

McIntyre, Jacqueline L.

Admissions Processing Secretary, Admissions
A.A.S., Forsyth Technical Community College

McLean, Sherraine L.

Director, Shugart Women's Center
B.A., North Carolina Central University; M.S.,
North Carolina A&T State University

McLendon, George

Director, Recruiting/Minority Services
B.S., Winston-Salem State University; M.S.,
North Carolina A&T State University; National
Certified Counselor

McMillan, Reginald M.

Utility Custodian, Physical Plant Services

McMoore, Barbara H.

Housekeeper, Physical Plant Services

Merritt, Joani L.

Instructional Technician and On-Line Specialist,
Distance Learning and Instructional Technologies
A.A.S., Forsyth Technical Community College

Messer, Edra P.

Instructor, Practical Nursing
B.S.N., Texas Women's University; M.S.N.,
University of North Carolina at Greensboro

Miller, Nancy P.

Instructor, Networking Technologies and Microsoft IT Academy

A.A.S., Forsyth Technical Community College; CCNA, CCA, A+ CompTIA, and MCP Certifications

Miller, Sue Ellen

Instructor, Associate Degree Nursing

B.S., M.S., University of North Carolina at Greensboro; Licensed RN; Certified Nurse Educator (CNE)

Mitchell, Dawn P.

Executive Secretary to the President

A.A.S., Forsyth Technical Community College

Mitchell, Patrice B.

Dean, Enrollment Services

B.A., Salem College; M.P.A., University of North Carolina at Greensboro

Mobley, Patricia A.

Lead Instructor, Associate Degree Nursing

R.N., Crauford W. Long Memorial Hospital; B.S.N., Winston-Salem State University; M.S.N., University of North Carolina at Greensboro; Medical-Surgical Nursing Specialty Certificate

Montegrigo, James C.

Interim Lead Instructor, Associate Degree Nursing

B.S.N., University of Santo Tomas; M.S.N., Saint Paul University

Moore, Diann R.

Instructor, Mathematics

A.A., Wingate College; A.B., Catawba College; M.S., University of South Carolina

Moore, Kim R.

Program Coordinator, Therapeutic Massage

A.S., Lees-McRae College; Certified Massage Therapist

Moore, Mary O.

Supervisor (Lieutenant), Campus Police

A.A.S., Forsyth Technical Community College; Basic Law Enforcement Training Certification

Moore, Michael J.

Officer, Campus Police

A.A.S., Forsyth Technical Community College; Basic Law Enforcement Training Certification

Moore, Sharon M.

Program Coordinator, Practical Nursing

B.S.N., University of North Carolina at Greensboro

Morgan, Tammy L.

Coordinator, Accounts Receivable

A.A.S., Forsyth Technical Community College; B.S., Gardner-Webb University

Morris, Matthew C.

Instructor, English and Humanities

B.A., Davidson College; M.A., Ph.D., Wake Forest University

Morris, Pauline A.

Coordinator, Community and Workplace ESL

B.A., Crown College; M.A., Azusa Pacific University

Moses, Santhony C.

Accounting Technician/Payroll, Financial Services

B.A., Winston-Salem State University

Mounce, Dianne W.

Project Technician, Dell Training Initiative

A.A.S., Richmond Community College

Murphy, Juanita D.

Student Recruitment, Retention, and LEIS

Specialist, Adult Literacy

A.B., Winston-Salem State University; M.S., North Carolina A&T State University

Mutton, Albert F. Jr.

Department Chair, Life Sciences

B.S., M.S., East Tennessee State University; Registered Cardiopulmonary Technologist

Nelson, Emma Jean

Coordinator, Certified Nursing Assistant and Health Education Programs

B.S.N., Winston-Salem State University; L.P.N.

Certificate, Forsyth Technical Community College

Nivens, Cynthia S.

Program Coordinator, Medical Office Administration

B.S., West Virginia University

Nuckols, Melanie L.

Accountant, Foundation/Grants Accounting

B.S., Concord College

Oakley, Tonya L.

Instructor, Radiography

A.A.S., Vance-Granville Community College; Licensed Radiographer

O'Neal, Pamela V.

Housekeeper, Physical Plant Services

O'Neal, Willie F. Jr.

Custodian, Physical Plant Services

Otero, Rosa D.

Program Coordinator, Interior Design

B.A., University of Puerto Rico; M.A., Virginia Polytechnic Institute and State University; M.S., Ph.D., University of Pennsylvania

Overman, Jan G.

Dean, Health Technologies Division

B.S.N., M.S.N., East Carolina University; North Carolina Licensed Registered Nurse

Pace, Rebecca H.

Admissions Processing Secretary, Admissions

B.S., West Virginia University

Page, Emmett M.

Regional Coordinator, Fire and Rescue

B.S., North Carolina State University; M.S., Campbell University

Paradis, April G.

Admissions Processing Secretary, Admissions

A.A.S., Forsyth Technical Community College

Parker, Carol A.

Program Coordinator, Networking Technologies
A.A.S., Forsyth Technical Community College;
Diploma, King's Business College; Novell
Certification, CNE, CNI, CNA; Microsoft
Certification, MCT, MCP

Patterson, Julie C.

Staff Assistant, Enrollment Services
B.A., University of North Carolina at Wilmington

Pearce, Christopher Y.

Program Coordinator, High Performance Computing
A.A.S., Forsyth Technical Community College

Pearce, Elsie E.

Academic Computer Support Coordinator,
Information Systems
A.A.S., Forsyth Technical Community College;
B.M., East Carolina University

Peck, Edgar L. III

Instructor, Physical Education
A.A.S., Mohawk Valley Community College; B.S.,
M.Ed., University of North Carolina at Greensboro

Pennell, Stephen G.

Maintenance Specialist-HVAC Electrical Technician,
Physical Plant Services

Perez, Rafael

Director/Trainer, Customized Spanish
B.A., University of Puerto Rico; M.A., University
of Saint Thomas

Perry, Nell V.

Coordinator, Small Business Center
A.A.S., Blue Ridge Community College; B.S.A.S.,
Winston-Salem State University

Petree, Robin N.

Program Coordinator, Industrial Systems Technology
Vocational Diploma, A.A.S., Forsyth Technical
Institute

Phelps, Susan Q.

Director, Educational Partnerships
B.A., University of South Carolina; M.A.,
Appalachian State University; Ph.D., University
of North Carolina at Greensboro; National
Certified Counselor

Phillips, Emily E.

Instructor, Spanish
B.A., University of Florida; M.A., Appalachian
State University

Pinnix, R. Allen

Instructor, History
B.A., M.A., University of North Carolina at
Greensboro

Polants, Marcia E.

Department Chair, Medical and Office Systems
Technologies
A.A.S., Forsyth Technical Community College;
B.A., Indiana University of Pennsylvania;
M.A., Appalachian State University

Pope, Bonnie G.

Director, Nursing
B.S., University of North Carolina at Charlotte;
M.S., University of North Carolina at Greensboro

Powell, Elizabeth S.

Instructor, Developmental Reading
B.S., University of North Carolina at Greensboro;
M.Ed., Salem College

Pratt, Thomas C.

Supervisor, Grounds Maintenance
B.S., Virginia Polytechnic Institute and State
University

Prevette, JoAnne P.

Instructor, Associate Degree Nursing
A.A.S., Forsyth Technical Community College;
B.S.N., Gardner-Webb University

Pritchard, Bernyce L.

Instructor, Associate Degree Nursing
R.N., Riverside School of Nursing; B.A., Salem
College; B.S.N., Winston-Salem State University;
M.S.N., University of North Carolina at Greensboro

Pritchard, Deborah L.

Instructor, Chemistry
B.A., Drew University; Ph.D., Virginia Polytechnic
Institute and State University

Quesenberry, Amy E.

Staff Assistant, Financial Services
A.A.S., Forsyth Technical Community College

Quesenberry, Scot R.

Director, Physical Plant Services
Vocational Diploma, Forsyth Technical Institute;
CFC Universal License

Rawley, Anita G.

Textbook Manager, Bookstore
A.A.S., Forsyth Technical Community College

Ray, David L.

Program Coordinator, Electrical/Electronics
Technology
B.A., University of North Carolina at Chapel Hill;
M.Ed., University of North Carolina at Greensboro;
Licensed Electrician

Ray, Deana K.

Program Coordinator, Business Administration
A.A.S., Amarillo Community College; B.S., M.S.,
High Point University

Read, Russel H.

Executive Director, National Center for the
Biotechnology Workforce
Education Diploma, McGill University;
Institutional Administration Diploma, Concordia
University; B.Sc., Loyola College; M.A., Concordia
University

Redfield, Kristin L.

Instructor, English and Humanities
B.A., M.A., University of North Carolina at
Greensboro; Ed.D., Regent University

Reeves, Derrick A.

Instructor, Welding Technology
A.A.S., Forsyth Technical Community College;
Vocational Diploma, Forsyth Technical Institute;
C.W.I.; C.W.E.

Reid, Patricia K.

Secretary, Educational Partnerships
A.A.S., Forsyth Technical Community College

Richardson, Margaret S.

Secretary, Records/Registrar
A.A.S., Forsyth Technical Community College

Richardson, Maryanna B.

Instructor, Speech/Communications
B.A., M.A., University of North Carolina at
Greensboro

Richardson, Roger A.

Program Coordinator, Horticulture Technology
A.A.S., Forsyth Technical Community College;
B.A., Syracuse University; M.A., Wake Forest
University

Rinehardt, Sybil D.

Dean, Arts and Sciences Division
B.A., M.A., University of North Carolina at
Charlotte; Ed.S., Appalachian State University

Robbins, Donald L.

PC Technician, Information Systems
A.A.S., Forsyth Technical Community College

Robertson, Randall A.

Director, Information Systems
A.A.S., Forsyth Technical Community College

Robinson, Sarah G.

Clerk, West Campus Bookstore

Rockson, Annette B.

Housekeeper, Physical Plant Services

Roscoe, Traci L.

Instructor, Dental Hygiene
A.A.S., Guilford Technical Community College;
B.S., Appalachian State University; Registered
Dental Hygienist

Ross, Brad J.

Learning Center/Special Education Assistant,
Learning Resources
A.A., Florida Community College; B.A., University of
North Florida

Roth, Thomas M. Jr.

Interim Program Coordinator, Computer and
Electronics Engineering Technologies
B.S.E.E., Rice University

Rudolph, Alice A.

Instructor, Life Sciences
B.S., Guilford College; M.A., Appalachian State
University

Rusbing, Julie P.

Clinical Education Coordinator, Dental Hygiene
A.A.S., Guilford Technical Community College;
B.S., Appalachian State University; Registered
Dental Hygienist; Certified Dental Assistant

Rutledge, Traci L.

Instructor, Chemistry
A.A.S., Forsyth Technical Community College;
B.S., Western Carolina University; M.Ed.,
University of North Carolina at Greensboro

Saddler, J. Gregory

Assistant Supervisor, Building Maintenance
Vocational Diploma, Forsyth Technical Community
College

Salandy, Andy B.

Instructor, Life Sciences
B.S., M.S., Appalachian State University

Savey, Kelli N.

Lead Accounting Technician/Payables, Financial
Services
B.A., University of North Carolina at Chapel Hill

Sawyer, Masonne M.

Staff Associate, Instructional Services
A.A., Forsyth Technical Community College

Saylor, Annette L.

Instructor, Dental Hygiene
A.A.S., Guilford Technical Community College;
B.S., University of North Carolina at Greensboro

Sechrest, Joe S.

Department Chair, Transportation Technology
Special Certification Training: Caterpillar Cummins
Factory, Detroit Diesel, Ford Motor Company

Sexton, Gloria L.

Coordinator, Educational Career Center/
Transitional Services
B.A., Saint Augustine College; M.S., North Carolina
A&T State University

Shallua, Lucas D.

Department Chair, Biotechnology
B.S., M.S., D.Sc., Sokoine University of Agriculture

Shelton, William R.

Director, Grants Office
A.B., Catawba College

Shepherd, Thomas C.

Instructor, Social Sciences
B.A., Winston-Salem State University; M.A.,
Atlanta University

Sheppard, Perry W.

Program Coordinator, Respiratory Therapy
A.A.S., Forsyth Technical Community College;
B.S., Gardner-Webb University; M.Ed., American
InterContinental University; Professional
Credentials: RRT-NPS, RPFT, RCP

Shields, Sheila B.

Instructor, Psychology
B.A., *Appalachian State University*; M.Ed., *Wake Forest University*

Shumate, Stormy G.

Program Coordinator, Criminal Justice
Technology/Latent Evidence
A.A.S., *Guilford Technical Community College*;
B.S., *Gardner-Webb University*; M.A., *Appalachian State University*

Sieswerda, Eliza M.

Secretary, Student Success/Welcome Center
B.A., *Keene State College*

Sigal, Barry W., M.D

Medical Director, Respiratory Therapy Program

Silverman, Cheri E.

Coordinator, Program Development and Audit
A.A.S., *Forsyth Technical Community College*;
B.B.A., *American InterContinental University*

Simpson, Donna L.

Housekeeper, Physical Plant Services

Sin, Adam C.

Maintenance Mechanic-HVAC Electrical Technician
Vocational Diploma, A.A.S., *Forsyth Technical Community College*

Sineath, Alice B.

Department Chair, Accounting and Business
Administration
B.S.B.A., M.A., *Appalachian State University*;
C.P.A., *State of North Carolina*

Sineath, B. J.

Director, Grady P. Swisher Center
A.A., *Rockingham Community College*; B.S.,
Appalachian State University; M.Ed., Ed.D.,
University of North Carolina at Greensboro

Smalls, Marsha N.

Accounting Technician/Lead Cashier, Financial Services
B.A., *Winston-Salem State University*

Smart, Robert M. Jr.

Maintenance Specialist-Carpenter, Physical Plant
Services

Smith, Cindy B.

Program Coordinator, Computed Tomography
A.A.S., *Forsyth Technical Community College*

Smith, Rodney T.

Program Coordinator, Welding Technology
Vocational Diploma, *Forsyth Technical Institute*;
B.R.E., *Piedmont Bible College*; M.A., *Appalachian State University*

Smith, Teresa P.

Clinical Education Coordinator, Nuclear Medicine
Technology
A.A.S., *Forsyth Technical Institute*; B.S.,
Greensboro College; M.S., *North Carolina A&T State University*; C.N.M.T., A.R.R.T.(N)

Snowden, Judith M.

Trainer, Health Occupations
B.S.N., *West Virginia University*; M.S.N., *Michigan University*; Licensed RN

Southern, Tony L.

Program Coordinator, Automotive Systems Technology
A.A.S., *Surry Community College*; Automotive
Systems Technology Master ASE Certified

Sowers, F. Christopher

Instructor, Biology
B.A., M.S., *University of North Carolina at Charlotte*

Sperber, Frank M.

Maintenance Mechanic-Electrical Technician,
Physical Plant Services
Vocational Diploma, *Forsyth Technical Community College*

Sprinkle, Elizabeth M.

Program Coordinator, Medical Transcription
A.A.S., *Forsyth Technical Community College*; B.A.,
High Point University; Certified Medical Assistant

Squire, Annette B.

Admissions Processing Secretary, Admissions
A.A.S., *Forsyth Technical Community College*

Stafford, Suzanne B.

Director/Trainer, International Corporate Programs
B.A., *Old Dominion University*; M.A., *Virginia Polytechnic Institute and State University*; M.B.A.,
University of California

Stainbrook, Eric J.

Department Chair, English
B.A., *University of Pittsburgh at Bradford*;
M.A., *Northwestern University*; Ph.D., *Indiana University of Pennsylvania*

Stanley, Shannon T.

Coordinator, Adult Literacy Curriculum and ABS/GED
A.A.S., *Surry Community College*; B.S., M.B.A.,
Gardner-Webb University; Career Development
Facilitator Certificate

Stanley-Smith, Lisa A.

Instructor, English and Humanities
B.A., M. A., *University of North Carolina at Pembroke*

Stephens, Edward T.

Programmer/Technician, Information Systems
B.A., *Brigham-Young University*

Stephens, Nathaniel L.

Maintenance Mechanic, Electrician's Assistant

Stoltz, Herbert E.

Instructor, Automotive Systems Technology
A.A.S., *Forsyth Technical Community College*;
Disc Brake School, Automotive Tune-up School,
G.M. Training Center; Ford Motor Company
Training; Mitchell On-Demand Systems, Mitchell
Driveability Systems

Stovall, Pamela H.

Instructor, Computer Information Technology
B.S., *North Carolina State University*

Stowe, Chris L.

Computer Services Technician, Information Systems
A.A.S., Forsyth Technical Community College

Stowers, Renee M.

Secretary, Arts and Sciences Division
A.A., Northeast Oklahoma A&M College; A.A.S.,
Surry Community College

Strickland, Sherry B.

Clinical Education Coordinator, Radiation Therapy
Technology
A.A.S., Forsyth Technical Community College

Suggs, Sandra W.

Coordinator, Admissions
B.A., Wingate College

Summers, Julie M.

Assessment and Retention Specialist, Adult Literacy
Testing
A.B., University of Georgia; M.Ed., Clemson
University; Certified Irlen Screener

Sutton, Jeffrey A.

Instructor, Automotive Systems Technology
Diploma, Thiel College; A.A.S., Forsyth Technical
Community College

Swain, Cathy S.

Staff Associate, Business Services
A.A.S., Mitchell College

Swain, Michael E.

PC Technician, Information Systems
A.A.S., Forsyth Technical Community College

Swenson, Edward J.

Instructor, Mathematics
B.S., United States Military Academy; M.A.,
University of Washington; M.S., North Carolina
A&T State University

Talley, T. Dwight

Instructor, Horticulture Technology
B.S., North Carolina State University; Licensed
NCDA Pesticide Applicator

Taylor, Deborah D.

Program Coordinator, Computed Tomography and
Magnetic Resonance Imaging
B.S., University of North Carolina at Chapel Hill;
M.A.L.S., Wake Forest University; A.R.R.T.(R)(CT)
(MR)

Taylor, Karen S.

Academic Computer Support Assistant, Information
Systems
A.A.S., Forsyth Technical Community College

Teague, A. Scott

Department Chair, Social and Behavioral Sciences
B.S., University of North Carolina at Charlotte;
M.A., Appalachian State University

Tennis, Heidi A.

Department Chair, Physical Education
B.S., Grand Valley State College; M.A., Western
Michigan University

Thomas, Marie H.

Lead Instructor, Associate Degree Nursing
B.S.N., Vanderbilt University; M.S.N., Ph.D.,
University of North Carolina at Greensboro

Thompson, Ronnie D.

Secretary, Small Business Center

Todd, Martha H.

Packing/Awards Specialist, Student Financial Services
A.A.S., Forsyth Technical Community College;
B.B.A., Catawba College

Turner, Andrea C.

Daytime Switchboard Operator, Student Success/
Welcome Center
A.A.S., Forsyth Technical Community College

Tuttle, Jacqueline M.

Instructor, Life Sciences
B.S., High Point College

Tuttle, Jeffrey L.

Program Coordinator, Business Administration/
Banking and Finance
B.S., M.A., Appalachian State University

Valenti, Veronica M.

Coordinator, Adult Literacy Testing
B.S., Saint John's University, M.S., Rutgers,
The State University of New Jersey

Vargas, Nancy H.

Trainer, Health Occupations
B.S., Western Carolina University, B.S.N.,
University of Alabama

Vernon, Carole S.

Technician, Human Resources
A.A.S., Forsyth Technical Community College

Vidal, Pamela S.

Secretary, Counseling
A.A.S., Southwestern Virginia Community College

Waddell, Edwin B.

Director, Student Activities
B.A., Mars Hill College; M.Div., Southwestern
Theological Seminary

Walker, Jonathan L.

Instructor, History
B.A., University of North Carolina at Chapel Hill;
M.A., University of North Carolina at Greensboro

Walker, Mark D.

Program Coordinator, Auto Body Repair
Diploma, Forsyth Technical Community College

Waller-Wood, Sandra R.

Financial Aid Technician, Student Financial Services
A.A.S., Forsyth Technical Community College

Walter, Gwendolyn C.

Program Coordinator, Early Childhood Associate
B.S.H.E., M.Ed., University of North Carolina at
Greensboro

Watkins, Neville G.

Compliance and Scholarship Specialist, Student Financial Services
B.S., Randolph-Macon Woman's College; M.Ed., University of Virginia

Watts, Ann B.

Director, Stokes County Operations
B.S., M.Ed., University of North Carolina at Greensboro

Weaver, Cindy D.

Coordinator, Instructional Planning
A.A.S., Forsyth Technical Institute

Webb, Linda C.

Service Center Specialist, Faculty/Staff Service Center
B.A., Winston-Salem State University

Weber, Kimberly D.

Staff Assistant, Arts and Sciences Division
A.A.S., Forsyth Technical Community College

Wenner, Ellen J.

Department Chair, Early Childhood and Human Service Technology
B.S., M.S., Worcester State College

West, Wilma W.

Secretary, Physical Plant Services

Weyrich, Sandra A.

Receptionist/Secretary, Admissions
B.B.A., Cleveland State University

Whisenbunt, Jannette T.

Department Chair, Dental Assisting/Hygiene
A.A.S., Central Piedmont Community College; B.S., Greensboro, College; M.Ed., Ph.D., University of North Carolina at Greensboro

Whisenbunt, Rhonda C.

Receptionist/Information Specialist, Student Success/Welcome Center
Microcomputing Certificate, Forsyth Technical Community College

Whitaker, Gwen D.

Records Technician, Records/Registrar
A.A.S., Forsyth Technical Community College

White, Linda H.

Lead Instructor, Associate Degree Nursing
B.S.N., University of Alabama; M.S.N., Vanderbilt University; Ph.D., Touro University International

White, Tammy L.

Instructor, Developmental English
B.A., Lenoir-Rhyne College; M.Ed., Campbell University

Wiggins, Cyntbia W.

Clinical Education Coordinator, Respiratory Therapy
A.A.S., Forsyth Technical Institute; B.S., Gardner-Webb College

Wiles, Kimberly Culler

Financial Aid Technician, Student Financial Services
A.A.S., Surry Community College; B.S., Gardner-Webb University

Wilkins, Dwayne R.

Maintenance Specialist-Painter, Physical Plant Services

Williams, Leola B.

Housekeeper, Physical Plant Services

Williams, Sandra L.

Housekeeper, Physical Plant Services

Williams, Shawna M.

Secretary, Engineering Technologies Division
A.A., Louisburg College, B.A., University of North Carolina at Greensboro

Williams, T. Michelle

Instructor, English and Humanities
B.A., Wake Forest University; M.A., University of North Carolina at Greensboro

Williams, Tracey M.

Secretary, Community and Economic Development Programs
A.A.S., Forsyth Technical Community College

Wilson, Almana J.

Instructor, Early Childhood Associate
B.S., Hampton University; M.A., University of Michigan

Wilson, R. Renee

Secretary, Community and Economic Development Programs
A.A.S., Randolph Community College

Wilson, Van C.

Vice President, Student Development Services
B.A., M.P.A., Western Carolina University

Winebarger, Conley F.

Vice President, Instructional Services
B.S., M.A., Appalachian State University; Ed.S., Ed.D., University of West Florida

Winningham, Sonora D.

Secretary, Certified Nursing Assistant and Health Education
A.A.S., Forsyth Technical Community College

Wood, Nelda M.

Evening Switchboard Operator, Student Success/Welcome Center

Woodyard, Jamesina A.

Secretary/Dispatcher, Campus Police
B.A., Saint Augustine's College

Wooten-Wright, Toni M.

Specialist, Information Systems
A.A.S., Surry Community College

Worley, Ernestine D.

Lead Instructor, Practical Nursing
B.S.N., Hampton University; M.Ed., Wake Forest University; M.S.N., University of North Carolina at Greensboro

Yates, Janet L.

Instructor, Mathematics
B.S., M.Ed., University of North Carolina at Greensboro

Yevin, G. Bernard

Dean, Business Information Technologies Division
B.S., M.B.A., Eastern Illinois University

Yokeley, Richard C.

Program Coordinator, Global Logistics Technology
B.S., High Point University; M.A., California State University

Young, Phygenia F.

Program Coordinator, Teacher Associate
B.S., Winston-Salem State University; M.S., North Carolina A&T State University

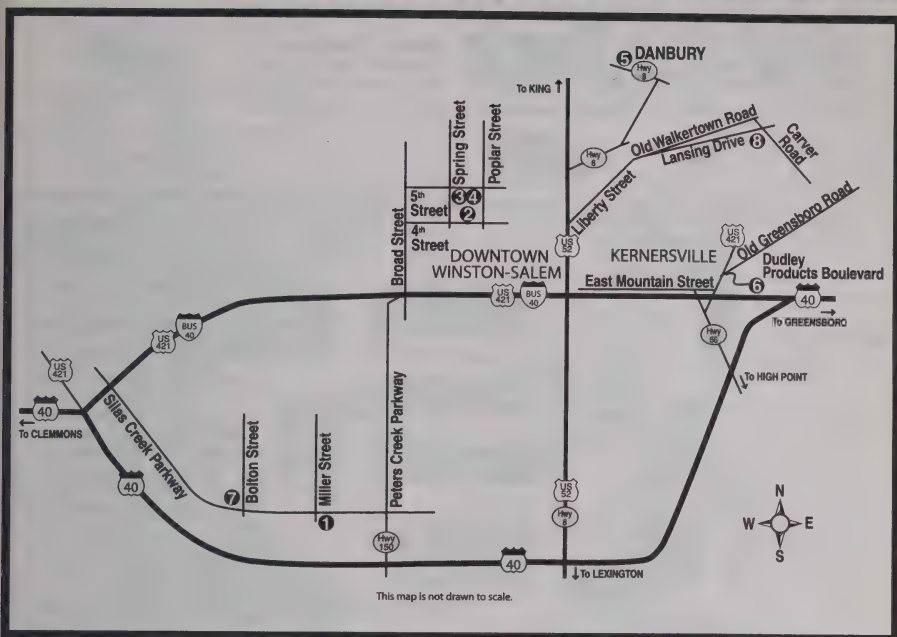
Yurko, Linda W.

Director, Allied Health; Interim Program Coordinator,
Radiography
B.S., Greensboro College; M.A., Wake Forest University; Certificate, Presbyterian School of Radiologic Technology; ARRT (R)(M)

Zink, Amy D.

Instructor, Life Sciences
B.S., M.S., Georgia State University

MAP OF ALL CAMPUS LOCATIONS



This map is not drawn to scale.



1 Main Campus

2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
(336) 723-0371

(Mailing address for all locations.

*Please send correspondence to Main Campus
for distribution.)*

2 4th Street Small Business Center

Chamber Building
601 West 4th Street
Winston-Salem, NC
(336) 631-1320

3 5th Street Library Center

Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1325, (336) 631-1326

4 Forsyth Tech Hispanic Center

Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1325, (336) 631-1326
Se habla español.

5 Stokes County Center

1012 Main Street
Danbury, NC
(336) 593-2482

6 Grady P. Swisher Center

1251 Dudley Products Boulevard
Kernersville, NC
(336) 734-7903

7 West Campus

1300 Bolton Street
Winston-Salem, NC
(336) 761-1002
Se habla español.

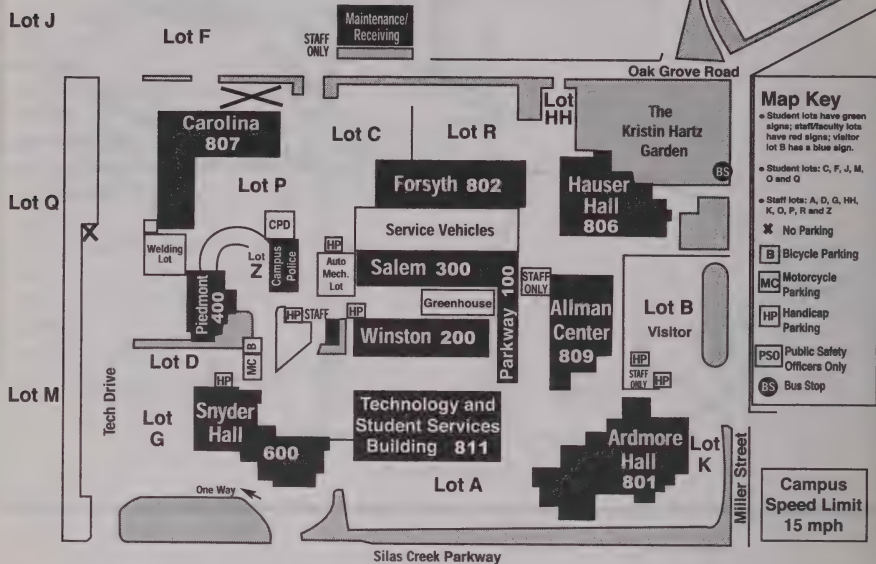
8 Mazie S. Woodruff Center

4905 Lansing Drive
Winston-Salem, NC
(336) 734-7950

MAP OF MAIN CAMPUS

EDUCATION THAT WORKS
ForsythTech
COMMUNITY COLLEGE

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103



Allman Center - 809

- Admissions Office
- Alumni Affairs & Special Events Office
- Business Office
- Cashier's Office
- Classrooms/Labs
- Counseling and Career Services
- Development and Alumni Relations
- Disability Services
- Enrollment Services
- Forsyth Tech Foundation
- Grants Office
- Human Resources Office
- Information Desk
- Information Systems Office
- Institutional Advancement Office
- Institutional Planning and Support Services Offices
- James A. Rousseau II Minority Male Mentoring Program
- Marketing & Public Relations Office
- President's Office
- Purchasing Office
- Records Office
- Recruiting/Minority Services Office
- Student Financial Services
- Student Success Center
- Testing Center

Ardmore Hall - 801

- Auditorium A & B
- Classrooms

- Distance Learning Center
- Learning Center
- Library

Carolina Annex

- Campus Police Department
- Environmental Services Office

Carolina Building - 807

- Classrooms/Shops

Forsyth Building - 802

- Classrooms/Shops

Greene Hall - 808

- Classrooms/Labs
- Health Technologies Division Office

Hauser Hall - 806

- Audiovisual Services
- Business Information Technologies Division Office
- Classrooms/Labs
- Shugart Women's Center at Forsyth Tech
- Tiger's Grill (Cafeteria)

Maintenance/Receiving Building

- Physical Plant
- Shipping and Receiving

Parkway Building - 100

- Classroom/Lab

Piedmont Building - 400

- Classroom/Shops

Salem Building - 300

- Classrooms/Shops

Snyder Hall - 600

- Classrooms/Labs
- Dental Education Clinic
- Educational Partnerships
- Faculty/Staff Service Center
- Middle College
- Planning, Assessment and Research Office

Technology and Student Services Building - 811

- Arts and Sciences Division Office
- Bookstore
- College Transfer Office
- Developmental Education Office
- Instructional Services Office
- Student Activities Center
- Student Government Council Office
- Thomas H. Davis / TEC Center

Winston Building - 200

- Classrooms/Shops
- Engineering Technologies Division Office

Terms to Know

Frequently used terms and their definitions

Academic Advisor: A person who approves the selection of courses for a student-chosen program of study and is usually a faculty member or counselor in Counseling and Career Services.

Academic Standing: Entering students must earn a grade point average (GPA) of 2.0 by the end of their first semester and maintain a GPA of 2.0 thereafter.

Accreditation: Various professional agencies periodically evaluate and study Forsyth Tech's programs and services to ensure they meet standards of quality and are relevant to the college's purpose.

Adult High School: A program that allows adults to complete high school courses and credits for an adult high school diploma.

Associate in Applied Science: A two-year technical degree that prepares students for the job market.

Associate in Arts: A two-year college transfer program that concentrates on humanities and social sciences for those planning to continue to a bachelor's degree program in a four-year institution.

Associate in Science: A two-year college transfer program that concentrates on mathematics and biological or physical sciences for those planning to continue to a bachelor's degree program in a four-year institution.

Audit: A course for which a student pays tuition and fees but does not receive credit. An Audit Request Form is available in Counseling and Career Services or from the appropriate division dean.

Continuing Education Units (CEUs): Corporate & Continuing Education Division occupational extension courses are approved for continuing education units (CEUs). CEU credit is based upon the number of hours a course is scheduled to meet. One CEU is awarded for every ten hours, and any portion thereof, a person attends class. (For example, a course that meets for 22 hours awards 2.2 CEUs.)

Certificate: A program of study generally requiring one year or less of course work.

Contact Hours: The actual number of hours in class per week, per course.

Corequisite: A course taken at the same time as another course or prior to the course to be taken.

Corporate & Continuing Education: This division provides open enrollment and customized noncredit courses as well as adult high school, General Education Development (GED) and English as Second Language (ESL) programs for citizens who are 18 years old or older.

Counselor: A person who provides a student with personal, academic, vocational and career counseling.

Hours: Every class is worth a value called a credit hour. Every degree, diploma and certificate program requires a student to take a certain number of credit hours.

Credit Programs: The program of courses required to receive a degree, diploma or certificate in a chosen program of study.

Cumulative Grade Point Average (GPA): The average of a student's grades for all classes taken at Forsyth Tech. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

Developmental Education: This program offers a series of courses for preparation, remediation and academic guidance to improve a student's academic skills in order to be successful in a program of study.

Diploma: A program of study that usually requires two semesters plus one term or more of course work to complete. Courses are not designed to transfer to a four-year institution.

Division: An academic area within the college. Forsyth Tech has five divisions: Arts and Sciences, Business Information Technologies, Corporate & Continuing Education, Engineering Technologies and Health Technologies.

Drop/Add: The drop/add period is when students adjust their schedules by dropping and adding courses they registered for. The drop/add period is limited and is indicated on the college calendar.

Electives/Unrestricted Electives: A course that is not specifically named in a student's curriculum but is required to graduate. Students should check with their academic advisor before choosing an elective.

Financial Aid: Grants (money given to students through the federal and state government), scholarships, work programs and student loans available to qualified students to help meet educational expenses.

Full-Time Student: A student who is taking at least 12 credit hours fall and spring semester, or nine hours summer term.

GED (General Education Development): Persons who have not completed high school may choose to take a series of tests that correspond to most high school curricula to determine if they qualify for a high school equivalency diploma.

Independent Study: A credit course, allowed only in special circumstances, in which a student works individually with a faculty member.

Live Project: A course that offers hands-on experience in the workplace, usually in the Engineering Technologies Division.

Part-Time Student: A student who is registered for 11 credit hours or fewer.

Plagiarize: Using ideas or words of another as your own without crediting the source. Plagiarism is a form of cheating.

Practicum: A course that offers hands-on experience in the workplace.

Prerequisites: A course taken prior to another course. Preliminary skills, knowledge or other courses that are required before a student enrolls in a particular course. Prerequisites are listed by course and course description in the catalog. Descriptions are alphabetized by course prefix.

Probation: Students are placed on academic probation when their grade point average (GPA) falls below 2.0.

Proficiency Test: Students may, under certain conditions, take an exam and receive credit for a course without having taken the course. A student will not receive a grade, just the credit hours.

Special Credit Student: A student who is taking one or more curriculum credit course but is not enrolled in a specific curriculum.

Student Activity Fee: The fee a student pays every semester that covers social activities for all students, part of graduation expenses, the student newspaper, Technically Speaking, and the Student Handbook.

Student Government Association (SGA): The Student Government Association is composed of all current Forsyth Tech students and is served by the Student Government Council (SGC). A student can get involved in SGA activities by contacting the student activities director, Student Activities Office (1st floor), Allman Center, Main Campus.

Student Government Council (SGC): The SGC consists of the student government officers, Alpha Mu Beta fraternity members and other SGC representatives.

Technology Fee: All curriculum students are required to pay a technology fee each semester/term. The fee is \$10 for students enrolled in 1-11 credit hours and \$16 for students enrolled in 12 or more credit hours.

Transcript: A printed record of every course taken at Forsyth Tech and the grades a student has received. An official transcript is stamped with the seal of the college. Transcripts are obtained at a cost of \$2 from the Records Office (1st Floor), Allman Center, Main Campus.

Work Study: A federally-funded program through which qualified students, primarily from low-income families, are given part-time employment as a part of their financial aid award.

A

Academic Advising and Registration.....	16
Academic Appeals.....	26
Academic Dishonesty, Cheating, Forgery and Related Offenses.....	51
Academic Probation.....	27
Accident Insurance.....	31
Accounting	
Associate in Applied Science Degree.....	67-69
Diploma.....	69-70
Accreditation and Approval Agencies (Specialized).....	1
Admissions.....	8
Adult Basic Skills (C&CE).....	60
Adult High School Diploma (C&CE).....	60
Advanced Placement (AP) (Articulated Courses).....	12
Advanced Placement Program.....	65
Advisory Committees.....	4
Air Conditioning, Heating and Refrigeration Technology	
Diploma.....	71
Air Conditioning, Heating and Refrigeration Technology-Comfort Systems	
Certificate.....	71-72
Alpha Mu Beta.....	46
Alumni Association.....	4
Americans with Disabilities Act (ADA Compliance).....	41, 50
AP (see Advanced Placement)	
Apprenticeship Programs (C&CE).....	60
Architectural Technology	
Associate in Applied Science Degree.....	73-74
Architectural Technology-CAD/Digital Imaging	
Certificate.....	74
Articulated Courses.....	11
Arts and Sciences Degree Programs (List of).....	5
Associate Degree Nursing	
Associate in Applied Science Degree.....	75-76
Associate in Applied Science Degree Programs.....	65
Associate in Arts (College Transfer).....	5, 65, 77-89
Associate in Science (College Transfer).....	5, 65, 90-96
Attendance.....	25
Audit (Y).....	24
Autobody Repair	
Diploma.....	97
Autobody Repair-Non-Structural Damage	
Certificate.....	97
Autobody Repair-Painting and Finishing	
Certificate.....	98
Autobody Repair-Structural Damage	
Certificate.....	98
Automotive Systems Technology	
Associate in Applied Science Degree.....	99-100
Diploma.....	100
Automotive Systems Technology/Race Car Performance	
Associate in Applied Science Degree.....	101-102

B

Basic Law Enforcement Technology	
Certificate.....	103
Basic Skill Assessments (C&CE).....	63

Biomedical Equipment Technology	
Associate in Applied Science Degree.....	104-105
Biotechnology	
Associate in Applied Science Degree.....	106-107
Board of Trustees.....	355
Books and Supplies.....	30
Bookstore.....	44
Book Return Policy.....	44
Business Administration	
Associate in Applied Science Degree.....	108-110
Business Administration-Customer Service	
Certificate.....	110-111
Business Administration/Electronic Commerce	
Associate in Applied Science Degree.....	112-114
Business Administration/International Business	
Associate in Applied Science Degree.....	115-117
Certificate.....	117
Business Administration/Logistics Management	
Associate in Applied Science Degree.....	118-119
Business Information Technologies Programs (List of).....	5

C

CAD (See Architectural Technology)	
Calendar (Academic Year).....	ii
Cardiovascular Sonography	
Associate in Applied Science Degree.....	120-121
Cardiovascular Sonography/Adult Echocardiography	
Diploma.....	121-122
CareersNOW! Vocational Programs (C&CE).....	61
Carpentry	
Diploma.....	123
Carpentry/Framing	
Certificate.....	123
Certificate Programs.....	65
Classification of Students.....	20
Clinical Experience in Health Programs.....	23
Code of Conduct.....	49
College Transfer.....	68-76
Commencement (see Graduation)	
Marshals.....	25
Community Service Programs (C&CE).....	61
Compensatory Education (C&CE).....	61
Computed Tomography and Magnetic Resonance	
Imaging Technology-Distance Learning	
Non-Clinical-Spring Entry	
Certificate.....	124-125
Computed Tomography and Magnetic Resonance	
Imaging Technology-Distance Learning	
Non-Clinical-Summer Entry	
Certificate.....	125
Computed Tomography and Magnetic Resonance Imaging	
Technology-Traditional Clinical	
Certificate.....	125-126
Computed Tomography and Magnetic Resonance Imaging	
Technology-Traditional Non-Clinical	
Certificate.....	126
Computer Applications (C&CE).....	61
Computer Engineering Technology	
Associate in Applied Science Degree.....	127-128

Computer Information Technology	
Associate in Applied Science Degree	129-131
Diploma	131-132
Certificate	132-133
Computer Information Technology-Helpdesk Operations	
Diploma	132
Certificate	133
Computer Programming	
Associate in Applied Science Degree	134-135
Diploma	136-138
Computer Programming-JAVA Programming	
Certificate	138
Computer Programming-Visual Basic Programming	
Certificate	138
Computer Programming-Visual C# Programming	
Certificate	139
Computer Software Copyright Policy	57
Computers	
for Writing Papers	43
Continuing Education Units (CEUs) (C&CE)	60
Cooperative Education Program	21
Corequisites and Prerequisites	20
Corporate and Continuing Education	59
Costs (see Tuition, Fees and Parking)	
Counseling and Career Services	41
Course	
Attempt (Course Repeat Rule)	20
Descriptions	222-354
Substitutions	20
Crime Awareness and Campus Security Act	56
Criminal Justice Technology	
Associate in Applied Science Degree	140-141
Certificate	141
Criminal Justice Technology/Latent Evidence	
Associate in Applied Science Degree	142-143
Customized Spanish (C&CE)	61

D

Database Management	
Associate in Applied Science Degree	144-146
Dean's List	25
Definition of Academic Dishonesty	54
Degree Programs (List of)	5
Dental Assisting	
Diploma	147-148
Dental Hygiene	
Associate in Applied Science Degree	149-150
Developmental Education Program	21, 65, 151
Digital Effects and Animation Technology	
Associate in Applied Science Degree	152
Diploma Programs	65
Disability Services (ADA Compliance)	41, 43
Disciplinary Procedures (Code of Conduct)	53
Distance Learning	22, 61
Drop/Add and Schedule Changes	17
Drug-Free Student Policy	56
Dual Enrollment (Students)	14

E

Early Childhood Education	
Associate in Applied Science Degree	153-154
Diploma	154-155
Early Childhood Education-Administration	
Certificate	155
Early Childhood Education-Early Childhood	
Certificate	155-156
Early Childhood Education-Early Literacy	
Certificate	156
Early Childhood Education/Special Education	
Associate in Applied Science Degree	157-158
Certificate	158
Early Childhood Education/Teacher Associate	
Associate in Applied Science Degree	159-160
Early Childhood Education/Teacher Associate-School Age	
Certificate	160-161
Educational Career Center-JobLink (C&CE)	63
Educational Programs	7, 60
Educational Services	7, 63
Electrical/Electronics Technology	
Diploma	162
Certificate	162
Electronics Engineering Technology	
Associate in Applied Science Degree	163-165
Certificate	165
Eligibility for Financial Aid	32
Emergency (Campus)	56
Emergency Medical Science	
Associate in Applied Science Degree	166-167
Emergency Medical Science/Bridging Program	
Associate in Applied Science Degree	167
Emergency Preparedness Technology	
Associate in Applied Science Degree	168-169
Emergency Medical Services (C&CE)	61
Employee Health and Safety (C&CE)	62
Employee Training Programs (C&CE)	62
Engineering Technologies Programs (List of)	6
Equal Opportunity Policy	iv
English as a Second Language (ESL) (C&CE)	62
Exams (Proficiency)	21

F

Facilities, (Use of)	45
Faculty and Staff Directory	434
Family Educational Rights and Privacy Act (FERPA)	18
Federal Work Study Program (FWS)	34
Fees (see Tuition, Fees and Parking)	
Financial Aid/Financial Services	32
Financial Services	
Associate in Applied Science Degree	170-172
Fire Protection Technology	
Associate in Applied Science Degree	173-174
Fire Services (C&CE)	62
Flight Line Program (SGA)	46
Focused Industrial Training (C&CE)	62
Food Services (Tiger's Grill Cafeteria)	45
Forsyth Middle College	15
Forsyth Tech Foundation Scholarships	37
Forsyth Tech Hispanic Center (C&CE)	62
Foundation	4
Freedom of Association	49
Full-Time Student	20

G

GED (General Education Development) (C&CE)	62
General Campus Rules	50
General Information	1
General Occupational Technology	
Associate in Applied Science Degree	175-176
Diploma	176-177
Global Logistics Technology	
Associate in Applied Science Degree	178-180
Diploma	180-181
Certificate	181-182
Global Logistics Technology-Geographic Information Systems	
Certificate	182
Governance	1
GPA (Grade Point Average)	24
Grading System	23
Graduation (see Commencement)	
Fee	30
Honors and Awards	24
Intent to Graduate	18
Requirements	17
Grants	33
Graphic Arts and Imaging Technology	
Associate in Applied Science Degree	183-184
Diploma	184

H

Health Information Technology	
Associate in Applied Science Degree	185-186
Health Occupations (C&CE)	63
Health Services, for Students	44
Health Technologies Programs (List of)	6
Healthcare Management Technology	
Associate in Applied Science Degree	187-189
Heavy Equipment and Transport Technology	
Diploma	190
Certificate	190
High Performance Computing	
Associate in Applied Science Degree	191-193
History (Forsyth Tech)	3
Home School Admissions Requirements	9
Honor Societies	24
Honors and Awards	24
Horticulture Technology	
Associate in Applied Science Degree	194-195
Certificate	195
Horticulture Technology-Greenhouse Operations and Management	
Certificate	195
Horticulture Technology-Landscape Maintenance	
Certificate	195-196
Horticulture Technology-Nursery Operations and Management	
Certificate	196
Housing (No Resident Halls)	44
Human Resources Development (HRD) (C&CE)	63
Human Services Technology	
Associate in Applied Science Degree	197-198
Human Services Technology-Domestic Violence Intervention	
Certificate	198

Human Services Technology-Social Services

Certificate	198
-------------	-----

I

Inclement Weather (Closing the College)	25
Incomplete (I)	23
Independent Study	22
Industrial Systems Technology	
Associate in Applied Science Degree	199-200
Diploma	200
Industrial Systems Technology-Electrical Maintenance	
Certificate	200
Industrial Systems Technology-Machine Maintenance	
Certificate	200-201
Industrial Systems Technology-Machine Operator	
Certificate	201
Industrial Technology (C&CE)	63
Infectious Disease Policy (Code of Conduct)	55
Information Systems Security	
Associate in Applied Science Degree	202-203
Insurance	
Accident	31
Liability for Health Students	31
Instructor Services	43
Intent to Graduate	22
International Students	15
Interior Design	
Associate in Applied Science Degree	204
Interventional Cardiac and Vascular Technology	
Associate in Applied Science Degree	205-206
Diploma	206-207
Interventional Cardiac and Vascular Technology-Cardiac	
Certificate	207-208
Interventional Cardiac and Vascular Technology-Vascular	
Certificate	208

J

James A. Rousseau II Minority	
Male Mentoring Program	42
Job Task Analysis (C&CE)	64

L

Lab Fees	30
Languages and Cultures (C&CE)	63
Law Enforcement Training (C&CE)	62
Learning Center	43
Learning Resources	43
Liability Insurance for Health Students	31
Library	43
Licensure and Certification Courses (C&CE)	63
Loans	34
Lost and Found	45

M

Machining Technology	
Diploma	209
Certificate	209-210
Machining Technology-CNC	
Certificate	210
Magnetic Resonance Imaging	
Associate in Applied Science Degree	211-212

Magnetic Resonance Imaging-Advanced Placement Diploma	212
Maps	451
Marshals (see Commencement)	25
Mechanical Engineering Technology Associate in Applied Science Degree	213-214
Mechanical Engineering Technology-CAD Certificate	214
Medical Assisting Associate in Applied Science Degree	215-216
Medical Laboratory Technology Associate in Applied Science Degree	217-218
Medical Office Administration Associate in Applied Science Degree	219-221
Medical Office Administration-Medical Receptionist Certificate	221-222
Medical Office Administration-Outpatient Coding Certificate	222
Medical Sonography Associate in Applied Science Degree	223-224
Medical Transcription Diploma	225-227
Message from the President	iii
Mission	iv

N

Nanotechnology Associate in Applied Science Degree	228-229
National Vocational-Technical Honor Society (NV-THS)	24
Networking Technology Associate in Applied Science Degree	230-231
Networking Technology-MCSE Diploma	231-232
Networking Technology-Networking Security Diploma	231-232
Networking Technology-Cisco Networking Associate Certificate	232
Networking Technology-Cisco Professional Certificate	233
Networking Technology-LINUX RHCE Certificate	233
Networking Technology-LINUX RHCT Certificate	233
Networking Technology-MCSC Certificate	234
New and Expanding Industry (C&CE)	63
New Students (Registration/Admissions)	16
North Carolina Community College Performance Measures	2
Nuclear Medicine Technology Associate in Applied Science Degree	235-236

O

Office Systems Technology Associate in Applied Science Degree	237-239
Office Systems Technology-Diploma	239-240
Office Systems Technology-Certificate	240-241
Office Systems Technology-Front Office/Information Specialist Certificate	241
Office Systems Technology-Microsoft Office Specialist Certificate	241-242

P

Paralegal Technology Associate in Applied Science Degree	243-245
Paralegal Technology-Business Practice Certificate	245
Paralegal Technology-Family Law Certificate	245
Paralegal Technology-Litigation Certificate	245-246
Paralegal Technology-Personal Injury Certificate	246
Paralegal Technology-Real Property Certificate	246
Paralegal Technology-Wills and Estate Administration Certificate	246-247
Parking	31
Part-Time Student	20
Performance Measures (North Carolina Community College System)	2
Phi Theta Kappa (PTK)	24
Physical Therapist Assistant Associate in Applied Science Degree	248-249
Pins (School)	25
Plagiarism (Code of Conduct)	54
Plumbing Diploma	250
Plumbing Certificate	250
Policies (General)	55
Practical Nursing Diploma	251
Pre-Employment Training (C&CE)	63
Pre-Major-Associate in Arts (College Transfer)	78-89
Pre-Major Business Administration	78-79
Pre-Major Criminal Justice	79-80
Pre-Major Elementary Education	80-81
Pre-Major English	81-82
Pre-Major History	82-83
Pre-Major-Middle Grades Education and Special Education	83-84
Pre-Major Nursing	84-85
Pre-Major Physical Education	85-86
Pre-Major Psychology	86-87
Pre-Major Social Work	87-88
Pre-Major Sociology	88-89
Pre-Major-Associate in Science (College Transfer)	91-96
Pre-Major Biology and Biology Education	91-92
Pre-Major Chemistry and Chemistry Education	92-93
Pre-Major Engineering	93-94
Pre-Major Mathematics	94-95
Pre-Major Mathematics Education	95-96
Prerequisites and Corequisites	20
President's List	25
Proficiency Exams	21
Proficiency Exam Fee	30
Program of Study Information	20, 65-66
Program of Study, Changing	13
Programs of Study Offered (List of)	5

R

Radiation Therapy Technology	
Associate in Applied Science Degree	252-253
Radiation Therapy Technology-Advanced Placement	
Associate in Applied Science Degree	253-254
Radiography	
Associate in Applied Science Degree	255-256
Re-Admission	13
Real Estate	
Diploma	257
Certificate	257-258
Real Estate Appraisal	
Associate in Applied Science Degree	259-260
Recreational Opportunities	47
Recreational Vehicle Maintenance and Repair Technology	
Certificate	261
Refund	
Financial Aid	33
Guidelines	33
Return of Title IV Funds	33
Registration	16
Repeat Course Rule	20
Residency Status	29
Respiratory Therapy	
Associate in Applied Science Degree	262-263
Returning Students (Registration/Admissions)	17
Rings (School)	25
Rules (Campus)	50

S

SAT (Scholastic Aptitude Test)	9
Schedule Changes, Drop/Add	17
Scholarships	35
School Closing (Inclement Weather)	25
Security, Campus	56
Senior Citizens	29
Sexual Harassment Policy (Code of Conduct)	57
SGA (Student Government Association)	46
Shugart Women's Center	42
Small Business Center (C&CE)	63
Software Copyright Policy (Computer)	57
Special Credit Students	13, 17, 20
Statement of Values	iv
Student Appeals Committee	53
Student Development Services Division	8

T

Table of Contents	v
Tech Prep (Articulated Courses)	11
Technology Fee	30
Telephone Calls to Students	45
Terms and Definitions	453
Testing (See Placement Tests)	
Therapeutic Massage	
Associate in Applied Science Degree	264-265
Diploma	265-266
Tiger's Grill (Cafeteria)	45
Training Needs Assessments (C&CE)	64
Transcripts/Credit Assessment	9
Transcript Fee	30

Transfer

Credit (for Admissions)	11
to Four-Year Colleges and Universities	27
Tuition, Fees and Parking	29
Tutoring Services	43

U

Uniforms	30
----------------	----

V

Veterans' Benefits	39
Violation of Code of Conduct	52
Viticulture and Enology Technology	
Associate in Applied Science Degree	267-268

W

Web Technologies	
Associate in Applied Science Degree	269-271
Certificate	271
Welding Technology	
Diploma	272-273
Certificate	273
Winston-Salem Teachers Academy	44
Withdrawal (W)	
Failing (WF)	23
Passing (WP)	23
from Class	18
from School	18
Workforce Investment Act	39
Work Programs	34

Campus & Center Locations

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
(336) 723-0371
(Mailing address for all locations)

4th Street Small Business Center
Chamber Building
601 West 4th Street
Winston-Salem, NC
(336) 631-1320

5th Street Library Center
Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1325

Forsyth Tech Hispanic Center
Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1326
Se habla español

Stokes County Center
1012 Main Street
Danbury, NC
(336) 593-2482

Grady P. Swisher Center
1251 Dudley Products Boulevard
Kernersville, NC
(336) 734-7903

West Campus
1300 Bolton Street
Winston-Salem, NC
(336) 761-1002

Mazie S. Woodruff Center
4905 Lansing Drive
Winston-Salem, NC
(336) 734-7950